

VIP Sportstravel GmbH, a company of Lagardère Sports Germany GmbH, is one of the world's leading hospitality agencies and a member of the largest sports marketing network. Specialising in tailor-made brand-driven services, it goes that extra mile to provide unforgettable experiences for its clients at the biggest global sporting events.

With the 2020 UEFA EURO set to kick off in June next year with 12 different European cities hosting the tournament, VIP Sportstravel is on the lookout for an enthusiastic and highly-motivated individual to join its international team based in Berlin. The candidate will support preparations for this event as well as work on other projects, including the UEFA Champions League, the DFB Cup, and the Tokyo 2020 Olympic Games.

## Trainee (m/f/d) – Operations & Key Account Management

### The Role:

- Responsible for the management of selected client accounts (incl. creation of tailor-made travel programs, presentations and budgets), with operational handling of projects on and off-site
- Customer care support pre-, during and post-operational phase
- Support with logistical preparations around designated accounts
- Identifying and liaising with local suppliers as well as general administration of event guest programs (hotels, DMCs, transportation and other suppliers)
- Cooperation with other internal departments
- Reporting on final accounts, budgeting and projects performance review
- Providing further support to the Operations and Key Account Management team when required

### Your Profile:

- University degree or higher education (business administration, tourism, or sport/event management)
- Strong demonstrable client facing experience
- Interest in sports and events
- A high level of engagement, flexibility and strong organisational skills, ability to work independently
- Prepared to work long hours ahead of and during event time
- Willingness to be on the road abroad for several weeks at a time during events
- Fluency in English, German desirable and any other language an advantage
- Excellent knowledge of MS Office package (especially Excel and PowerPoint)

### Our Offer:

- An interesting and varied role, in a fast-paced environment, providing high levels of responsibility
- Ability to manage work from start to finish with practical on-event experience
- International travel
- Remuneration package of EUR 1,800 monthly (gross)
- Starting October 2019 (fixed term of 12 months)

If you are driven, love sports and the hospitality industry, this could be the right role for you!

**Only** online applications will be accepted, please follow the link below to start the process.

### Lagardère PLUS Germany GmbH for VIP Sportstravel GmbH

Monika Bernat | Director Human Resources  
Geneststr. 5 | 10829 Berlin | Germany

[Click here to apply online](#)