

Coordinator, NOC & NPC Services - America - Olympics & Paralympics

Sportcarrière is assisting On Location in the recruitment of a Coordinator, NOC & NPC Services – Olympics & Paralympics for the American area.

On Location is a global leader in premium experiential hospitality, offering ticketing, curated guest experiences, live event production and travel management across sports, entertainment, fashion, and culture. On Location provides unrivaled access for corporate clients and fans looking for official, immersive experiences at marquee events, including the Olympic and Paralympic Games, Super Bowl, NCAA Final Four, New York Fashion Week and more.

An official partner and/or service provider to over 150 iconic rights holders, such as the IOC (Paris 2024, Milano Cortina 2026, LA 2028), NFL, NCAA, UFC and PGA of America, and numerous musical artists and festivals, the company also owns and operates several of its own unique experiences. On Location is a subsidiary of Endeavor, a global entertainment, sports, and content company.

Last summer, On Location and the International Olympic Committee have signed an historic long-term agreement that includes all editions of the Olympic and Paralympic Games until 2028.

On Location, has then become the exclusive provider for the official hospitality products of the Games at Paris 2024, Milano Cortina 2026 and Los Angeles 2028.

Designed in collaboration with the Organizing Committee of each Host City, the Olympic and Paralympic hospitality products will provide a one-of-a-kind window into these world-renowned locations. Packages will include tickets, accommodations, experiences and unique hospitality offers at the heart of the Games and the hosting city.

It is from this perspective that On Location is currently building its Parisian team in order to work on the hospitality programs of the Games hand to hand with Paris 2024 OCOG.

After Paris 2024, this important remit spans multiple Games in order to apply valuable learnings, insights, and efficiencies across all projects. It would therefore be possible to switch after Paris to Milan Cortina 2026 and/or Los Angeles 2028.

Functions and responsibilities

Under the responsibility of the Continental Director, NOC & NPC Relations – Olympics & Paralympics, you will act as the primary point of contact for the NOC/ NPC and their key stakeholders.

You will leverage your experience and understanding of NOC/NPC requirements and goals in order to ensure the following missions :

- Initiate and strengthen a strong client relationship with your NOC/NPC contacts in order to build trust. This will then, allow you to help sales grow and to maximize service opportunities.
- Assist in the development, preparation, and execution of hospitality programs.
- Build bespoke programs and upgraded services for Athletes, Friends, & Family (AF&F).

- Coordinate and control the transfer of information, sales, and service documentation for the specific NOC/NPC market.
- Manage client briefings, contracts, and budgets.
- Identify and direct the processing and fulfillment of all hospitality, travel, social programs and other needs and requirements of the NOC/NPC and their stakeholders.
- Develop and provide sales materials and detailed product brochures (with accurate pricing and necessary assets) to assist sales/servicing efforts.
- Work alongside the marketing team to imbed a sales and marketing strategy based on the specifics (language, culture, branding etc.) of the NOC/NPC territory.
- Drive business development efforts with NOC/NPC stakeholders to develop and maximize Olympic commercial opportunity, including offering targeted and bespoke services (i.e., NOC Hospitality Houses), as well as managing turnkey solutions.

Profile requirements

- Bachelor's Degree in Business Management or related field.
- 3 years+ Sales and Management Experience in sports or hospitality.
- Expertise and deep understanding of the Olympic and Paralympic Movements and the stakeholders therein, especially the NOCs and NPCs.
- Excellent communication, negotiation, marketing, and sales skills
- Ability to work within tight deadlines and schedules
- Multi-lingual (English + at minimum one other language represented in your area)
- Sales Force CRM expertise, Asana and Excel.
- You're aligned with the On Location core values :
 - Exceed all service expectations with our customers, our partners, and each other.
 - Team spirit, respect and gratitude.

Contract type : Permanent contract – Full time

Location : Saint-Denis (93) Paris region – High flexibility and availability for travels in France and abroad will be required (Up to 30% of your working time).

Starting date : ASAP

Salary : Competitive