

Logistics Officer

Duration: 1 Year (Renewable)

Remuneration: Voluntary, Non-Remunerated

Location: UK, Belgium, or Overseas Possible

Deadline for Applications: 01/07/2024

Position Overview:

The Logistics Officer is responsible for coordinating all logistical aspects of events, including venue bookings, transportation, and equipment rentals.

Responsibilities:

- Arrange venue bookings, catering, and accommodation for events.
- Coordinate transportation for participants and materials.
- Procure and manage event supplies and equipment.
- Be present at the 2025 Summit as part of the organising team
- Ensure compliance with health and safety regulations

Suggested Qualifications:

- Diploma or degree
- Previous experience in logistics or event coordination.
- Strong organisational and multitasking skills.
- Attention to detail and problem-solving abilities.

Working Conditions

Positions at MUNers Across Borders are non-remunerated, and the organisation is led by volunteers based primarily in Belgium and the UK but across the world. Expected amount of time the position takes is from 5-10h a week, with deviations upon request and in-discussion with the team. You will be expected to attend team meetings twice a month, and the position will intensify closer to the start of our main Summit in Q1 2025.

How to Apply

Please submit your application on the form on the MUNers Across Borders [Website](#), we will be taking applications on a rolling basis, and reserve the right to close applications early in case we find a suitable candidate ahead of time.

For any queries please reach out to philippe@worldmunday.com