



TITLE OF POSITION: Event / Procurement Coordinator

REPORTS TO: Head of Event Delivery

OFFICE LOCATION: Sydney, Australia

CONTRACT TYPE: Fixed Term, December 2027

ROLE OVERVIEW

We are seeking an experienced Event / Procurement Coordinator to play a key role in supporting the planning, procurement, and operational delivery of event activities for Men's Rugby World Cup (RWC) 2027 Experiences in Australia. This role combines procurement coordination with core administrative and logistical support, working closely with internal teams, suppliers, and venue operators to ensure timely, cost-effective, and high-quality event delivery execution across multiple venues and hospitality sites, while maintaining compliance and delivering exceptional experiences for fans, clients, and stakeholders.

MAIN ACCOUNTABILITIES

- Operational Planning & Execution:** Coordinate operational activities by creating and maintaining event delivery schedules and checklists to ensure all milestones are met on time and within scope.
- Procurement Process Management:** Manage procurement processes, including preparing and tracking purchase orders, managing approvals, goods receipting, and ensuring delivery of goods and services as required.
- Policy, Process & Service:** Assist in the implementation of operational policies and procedures to standardise service delivery and contribute ideas for process improvements to enhance efficiency and event outcomes.
- Supplier & Venue Coordination:** Administer supplier and venue contracts, complete compliance checks, and monitor performance to ensure agreed standards are met.
- Documentation & Reporting:** Maintain accurate procurement and event records, including contracts and purchase orders, and provide timely, actionable reports on milestones, risks, and delivery status to support decision-making, plus comprehensive post-event reviews to inform future improvements.
- Inventory Support:** Monitor inventory levels and coordinate merchandise procurement to meet event requirements and avoid shortages.
- Budget & Financial Tracking:** Assist with budget monitoring and reporting by updating trackers and reconciling spend against forecasts to support timely decision-making and cost control.
- Compliance & Risk:** Complete compliance checklists and support risk management activities to ensure safe and lawful event operations.
- Stakeholder Communication:** Provide timely updates to internal teams and external partners to maintain alignment on operational and procurement objectives.
- Sustainability Practices:** Support the integration of sustainable practices into procurement processes and event operations, focusing on recycling, waste reduction, and energy efficiency to align with organisational sustainability objectives and reduce environmental impact.
- Onsite Support:** Deliver logistical and administrative assistance during event delivery, resolving operational issues promptly to maintain smooth operations and uphold high customer experience.

KEY EXPERIENCE

- Procurement Coordination:** Experience supporting procurement processes, including purchase order management, invoice / goods receipting, supplier liaison, and accurate documentation within a fast-paced environment.
- Event Operations Support:** Background in assisting with event planning and delivery, ensuring operational readiness and compliance across multiple venues.
- Administrative Excellence:** Strong organisational and administrative skills with the ability to manage multiple tasks, deadlines, and priorities effectively under pressure.
- Supplier & Contract Management:** Familiarity with supplier coordination, contract administration, and performance tracking to maintain quality and cost-effectiveness.
- Financial Acumen:** Basic understanding of budgeting, cost control, and financial tracking to support cost-effective procurement and event activities.

DESIRABLE COMPETENCIES

- Effective Communication & Collaboration:** Ability to communicate clearly and professionally across all levels while working effectively within cross-functional teams, fostering strong relationships and a cooperative, supportive

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environment with internal teams and external partners.

- **Customer Service Excellence:** Committed to delivering exceptional service standards and supporting initiatives that enhance overall customer experience and satisfaction.
- **Organisational Agility:** Skilled in prioritising tasks, adapting to changing demands, and maintaining high levels of accuracy in fast-paced environments.
- **Problem-Solving & Initiative:** Proactive in identifying issues and implementing practical, innovative solutions to improve processes and outcomes.
- **Attention to Detail & Compliance:** Maintains rigorous standards of accuracy in documentation, reporting, and operational processes to ensure quality and compliance.

A passion for sports is beneficial but not essential

WHO WE ARE

[STH Group](#) is a [Sodexo Live!](#) company, with offices in London, Miami, Auckland, Sydney and Melbourne, enabling a truly global reach and service offering.

Our Company partners with event owners to make the biggest sporting events in the world – even better! From the Olympic Games in London and Tokyo, the Cricket World Cup in England & Wales to the Rugby World Cups in Japan, England, New Zealand and France, our award-winning team cover the globe to create travel and hospitality programmes with one simple ambition – to leave sports fans knowing they have just been part of an experience of a lifetime.

At STH, you belong to something greater; our experiences are unique and so are our people. Bring personality, your background and your desire for delighting others; in return we'll give you all you need to thrive. Through joining STH, you will be part of an inclusive and driven culture, that focuses on collective success and empowerment; we thrive on making the memorable, unforgettable for thousands of global sporting fans. We champion the ethos of the sports teams we represent and ensure our culture is one that is opportunity driven, both for the customers we serve – and the people who make them possible!

WHAT WE STAND FOR

STH Group identify the below values as fundamental commitments for every member of our team. Like the athletes we admire and connect with fans, we use these as our guiding compass in everything that we do, which supports a “one-team” mentality, culture-code and aligned directive.

- **Service Spirit:** We are customer obsessed, encouraging our teams to anticipate expectations and take pride in all services they deliver.
- **Spirit of Progress:** We strive to be trailblazers, we seek continuous improvement and innovation in everything that we do.
- **Team Spirit:** We thrive on winning together, delivering exceptional outcomes for our customers, employees, partners and the communities in which we operate.