



Part-Time Sports Chip Timing Coordinator

Available: Immediately

Location: Columbia, KC, Springfield, MO

Reports to: Director of Timing

- 1. Have a passion for computers, spreadsheets and technology in general?**
- 2. Are you highly motivated and looking for a fast paced active company?**
- 3. Do you love working hard and being part of a talented team?**
- 4. Can you travel with the Ultramax Team 1-2 weekends per month?**

If you answered yes to the four questions above, we'd like to hear from you. We're looking for a confident, professional, technology savvy individual to fill a part-time Chip Timing Coordinator position.

Ultramax Sports has been in the sports management and timing business for the past 14 years. Ultramax Sports provides chip timing and technology services to a wide variety of sporting events. Our expertise includes running events, triathlons, duathlons, obstacle races, cycling races, tours, adventure races and multi-day sports productions. We specialize in advanced chip timing services, complex timing solutions and comprehensive event equipment rentals.

Ultramax directly owns and manages more than 150 endurance related events throughout the region. Our Team is dedicated to quality event production, chip timing and equipment rental services. The Ultramax brand ranks among the most recognized active lifestyle companies in the nation.

We expect our part-time Timing Coordinators to work 1-2 weekends per month to keep up their skills. The ability to interact with staff (at all levels) in a fast paced environment with a high level of professionalism and confidentiality is crucial to success. In many cases you will work under pressure and you must be able to remain flexible, proactive, resourceful, and efficient,

You must have a high degree of computer expertise or very willing to learn. You must be eager and capable of learning software programs on your own. Excellent written and verbal communication skills, strong decision making ability and attention to detail are important in this position.

Duties and Responsibilities

Event Timing - This position will coordinate the various chip timing activities related to Ultramax Sports owned and contracted events. This position will focus on but certainly not limited to;

- Timing systems programming and preparation
- Timing equipment setup and operations
- Pre and Post event coordination and follow-up

- There will be some labor involved loading and unloading timing supplies and equipment.

Customer / Athlete Relations - A big part of this position will be customer service. The timing department interacts with large number of participants, before, during and after the event.

Qualifications

- Bachelor's degree required (or pursuing)
- Strong Computer Skills - We can't stress this enough. YOU MUST HAVE very strong computer skills.
- Working knowledge of Windows OS and configuring networking setups
- Comfortable using excel and database usage and management
- Background in HTML and limited web design skills is a big plus
- Exceptional analytic and problem solving skills are vital to this position
- Strong sense of urgency and commitment to excellence is required. Attention to detail is an absolute requirement in this position
- You must be very comfortable interacting with the public in high stress situations
- You should thrive under pressure and enjoy working in a fast-paced, ever changing environment
- You should be comfortable and willing to work up to 1-2 weekends per month.

Computer and Software Competency Areas

- Experience in the Windows 7 and prior PC OS systems
- Some background in network configurations and IP protocols
- Microsoft Office Suite, especially excel
- HTML a plus
- Database design and usage a plus

To learn about our timing system watch this short video - <https://goo.gl/51S1eg>

Compensation

The pay for this position is based on the event. Our timing and production crews are paid by the event and the pay ranges from \$125 to \$250+ per day. All lodging, travel and food is paid for by Ultramax Sports. The high end of this range is reserved for exceptionally strong and skilled timers. Ones that have proven themselves and can time event independently.

Apply Online: <http://ultramaxsports.com/career>