



## **Part Time Ultramax Sports Operations Coordinator**

**Available: Immediately**

**Location: Columbia, Missouri**

Ultramax Sports is looking to add a part-time operations/facilities coordinator. This position will have a variety of labor responsibilities in and around the Ultramax Sports facilities.

Ultramax Sports is diversified into all corners of the active lifestyle market. Ultramax Sports offers event production, event marketing, advanced chip timing, apparel printing, equipment rental services and logistics to more than 150 active lifestyle events around the region each year.

Ultramax Sports has been in the active lifestyle business for the past 20 years and the brand ranks among the most recognized and respected in the industry.

In order to be effective in this position you will need to learn the company and facility operations inside and out. The ability to interact with staff (at all levels) in a fast paced active environment with a high level of professionalism and confidentiality is crucial to this role.

### **Position Summary**

- Load trucks and trailers each week for transport to event & timing productions.
- Keep all trucks and trailers clean and operating well.
- Be prepared to work 2+ weekends each month.
- Perform the regular facility cleaning and general facility maintenance.
- Responsible for the proper storage and maintenance of all equipment, apparel and supplies at the Ultramax Sports warehouse.
- Ensure that accurate facility and equipment maintenance records are updated.
- Maintain a safe work environment.

### **Requirements**

- Applicants must be comfortable driving trucks and towing 18'-22' trailers.
- Enjoy working under pressure and deadlines in a fast paced environment.
- Strong organizational skills with ability to prioritize and multi-task.
- Ability and willingness to adapt and learn new skills.
- Must have basic handyman knowledge and good at working in that environment.
- Must be able to lift over 75 lbs and be on your feet for long periods of time.
- Must be able to work some weekends and have a flexible schedule.

This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the position. Other duties will be assigned as needed. We are a small company and we thrive on flexibility.

This part-time position will work 10-20 hours per week. This could also include some event weekends. Weekday work hours are somewhat flexible. This position will have a rate of \$15 per hour depending on experience and work-hour flexibility.

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