



Position: Project Manager: Timing & Data Management

Available: Immediately

Location: Columbia, MO

Ultramax Sports has evolved into an all-inclusive active lifestyle company. The company is very diversified and now reaches into virtually all corners of the active lifestyle market. Ultramax Sports offers event production, management, marketing, chip timing services and equipment rentals to more than 200 events each year across the nation. The company specializes in timing and event production in active lifestyle events including triathlons, running races, mud runs, cycling events and adventure races. We time all sizes of races from 50-10,000+ participants. The Ultramax Sports brand ranks among the most recognized and respected brands in the active lifestyle industry, attracting participants and partners from across the region and nation.

Position Overview:

Ultramax Sports is looking to add a full-time technology based management team member to be a part of our advanced timing services department. The Timing Project Manager will help assist all aspects of our chip timing services, from writing race-specific files, working with clients, managing the deployment of timing equipment to each race, and making sure each race is properly staffed.

This is a prominent position that will have a direct relation to the overall success of the timing department. You should be prepared for and expect to work 1-3 weekends each month. The successful candidate must have a high degree of computer expertise. You must be eager and capable of learning new software programs and expanding your knowledge base. Excellent written and verbal communication skills, strong decision-making abilities and attention to detail are all vital in this position.

Primary Responsibilities:

Event Timing Services:

This position will coordinate the various chip timing service duties related to Ultramax Sports owned and contracted events.

The key focus areas are as follows:

- Timing systems programming and preparation
- Timing equipment setup, operations and maintenance
- Pre and Post event coordination and follow-up
- Timing chip ordering, rentals and preparations
- Research and development of new timing solutions and services
- Registration & data management functions
- Overall timing execution on race day

Customer / Athlete Relations:

A big part of this position will be customer service and interaction. The timing department interacts with many clients and participants, before, during and after the event.

The key focus areas are as follows:

- Client management and customer service
- Contract preparation and service quotes
- Athlete communications

Qualifications

Minimum Qualifications

- Bachelor's degree from four-year college or university; or two years' related experience and/or training; or equivalent combination of education and experience.
- Strong proficiency in Excel
- Strong knowledge of computer expertise
- Must be self-confident, resilient and possess a high level of enthusiasm
- Must be willing to learn and develop new skill sets
- Must be self-motivated with a positive mindset and extremely goal-oriented
- Must be flexible, open-minded and a reliable team player
- Must be extremely passionate in active lifestyle events and serving the athletic community

Desirable Qualifications

- Experience writing database scripts
- Networking experience
- Graphic design, HTML coding a huge plus
- Proven ability to develop and adapt to innovative and creative solutions to complex problems

Working Conditions

Travel Requirements:

The candidate will be required to travel on the weekends to and from events. Ultramax Sports provides transportation, food and lodging costs. 80% of our events are within 2-3 hours from Columbia. Most events are 1-2 days away

Work Environment:

Standard business hours are Monday thru Friday from the Columbia headquarters 40-50 hours a week. Typical working hours are from 8am to 4pm. Depending on the time of season, time off may be taken off during the week for heavy weekend loads. You'll work in an office with just a few other people as we are a small company. You'll not only work with the timing department but alongside other core areas of what makes up Ultramax Sports.

Being a small company, we have lots of flexibility to office culture. We encourage team members to think big and share ideas using our open floor concept. You'll also get to enjoy the occasional company outing, casual dress code, and a competitive game of ping pong.

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.

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