

TRXC TIMING, LLC



RACE MANAGEMENT SPECIALISTS

WWW.TRXCTIMING.COM

TRXC Timing is searching for a full-time **Lead Timer/Event Manager** to be filled immediately. TRXC Timing is located in St. Louis, Missouri that plans and executes some of the region's largest track and cross country events in the Midwest. In addition to timing nearly 150 events a year, TRXC Timing manages online registration for an additional 500 events per year. TRXC Timing's clients include the Missouri High School Activities Association, NCAA, NAIA, GLVC, HAAC, MIAA, and various Colleges and Universities throughout the Midwest. TRXC Timing also services most high schools in Missouri.

The **Lead Timer/Event Manager** is responsible for managing and organizing the technical aspects of all **TRXC Timing** Events. This position requires strong organizational skills, an excellent understanding of event operations and procedures, and excellent communication skills.

The position includes the following key responsibilities:

- Assist with the day-to-day operation of the race management and online registration business.
- Ability to work independently, successfully manage accounts, work under pressure, able to meet deadlines, and adapt to changing work environment.
- Directs incoming information (ie. emails, phone calls) to appropriate individuals within the office.
- Services customers' needs.
- Manage and instructs other employees.
- Fosters a positive working environment.
- Assists with training new timing hires.
- Investigates and resolves all customer/employee complaints properly. Evaluate source of problem and participates in resolution with all involved parties.
- Submits required expense reports.
- Assists with scheduling of employees for events.
- Oversees outside service providers.
- Maintains all customer files accurately, sales history, and potential sales data.
- Notifies office personnel to inventory needs. Also, notifies office personnel of missing or broken inventory/equipment.
- Performs variety of managerial duties, including typing memos/letters/emails, correspondence, reports, and other documents.
- Contributes and helps plan for office meetings, marketing, training programs, interviewing and hiring.
- Coordinates and develops relationships with sponsors and vendors for various TRXC Timing events.
- Other duties assigned by Member(s).

Event Timing and Management:

- Travel and overnight stay may be required.
- Duties may vary from event to event.
- Responsible for dealing with athletic trainers for TRXC Timing run events.
- Must be able to work under pressure.
- Deals directly with assigned host personnel.
- Working knowledge of ResulTV, Fieldlynx, IPICO, Finishlynx, Meet Pro, Race Director and Hytek Meet Management Software.
- Must be willing to work outside in various conditions.
- Must be willing to work under deadlines.
- Prepares and tests all timing equipment for other timing employees.

Online Registration

- Responsible for all online accounts. Must be able to work both independently and within a team.
- Set-up/seed meets as well as uploads and posts event information onto website.
- Creates and distributes end user files that will be sent to customer.
- Oversees and works directly with office personnel to coordinate in a timely manner the execution of stated contracts.
- Ability to identify the correct services for the potential client.
- Up-sell customers.
- Markets TRXC Timing services to potential customers.

Sales and Marketing

- Develops and fosters relationships with sponsors and vendors for TRXC Timing events.
- Speaks highly regarding the TRXC Timing brand.
- May be required to attend trade shows, clinics and conferences.
- Networks the TRXC Timing brand whenever possible.

Skills and/or Reasoning Ability

- Ability to read and interpret documents pertaining to road race, track and field, and cross country.
- The ability to effectively communicate with peers, clients and management.
- Further understands and develops working knowledge of Excel, Hytek Meet Mgt. Software, Race Director, Meet Pro, WordPress and FTP Software.
- Willingness to learn and execute basic web design.
- Assist other employees in the development of skills necessary to further meet the needs of our customers.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Contributes to the total team effort.

Physical and Mental Demands

- The Lead Timer/Event Manager will have to do some lifting of timing equipment and materials from time to time to upwards of 80#'s.
- There are a number of deadlines associated with this position, which may cause significant stress.
- The Lead Timer/Event Manager must also deal with a wide variety of people on various issues.
- The Lead Timer/Event Manager must be able to problem solve.

Qualifications:

- Ideal candidate should have 2+ years experience in race operations or event operations and logistics. Effective and skilled leader who is able to build a team environment.
- Ability to handle the fast-paced and deadline-driven environment of event planning. - Ability to remain calm and focused during challenging situations.
- Strong planning and organization skills.
- Team player - a collaborative member of the whole team.
- Able to lift 25#'s regularly and further lift upwards to 80#'s.
- Availability to work non-traditional work hours, including event weekends, as well as early morning/evening meetings.
- 4-year degree preferred.
- Advanced computer skills will be viewed as a plus.
- Experience in Track and Field/Cross Country viewed as a plus.
- Prior timing experience viewed as a plus.
- Prior event planning experience viewed as a plus.

Job Details:

- Based in St. Louis, MO
- Salary – commensurate with experience
- Full-Time position
- 15 days' holiday per annum
- 5 days paid vacation 1st year
- 1 paid personal day per year
- Initial probationary period of 3 months

Employee Benefits:

- Retirement plan through Edward Jones
- Relaxed work attire
- Regular social activities

If you feel you have what it takes to work at TRXC Timing, then send your cover letter, resume and references to:

TRXC Timing

Attention: Rich Schilling
rich@trxctiming.com

Subject Line: Lead Timer/Event Manager Position

Resume closing date: 8/11/17

Interviews will begin: Week of August 21, 2017