

ABSA CAPE EPIC ROLE PROFILE

Position	<i>Athlete Services Assistant</i>
Department	<i>Athlete Services</i>
Reports to	<i>Athlete Services Manager</i>
Duration of contract	<i>February to end of March 2020</i>

Overall role purpose	<ul style="list-style-type: none"> - Assisting the Athlete Services Team with general admin <ul style="list-style-type: none"> o Respond to rider queries o Follow up on outstanding rider admin o Stationery orders, printing and production of event check lists - Quality control and assisting Registration Manager with registration pre-packing and on site crew management for Registration - Assisting Race Office Manager in Race Office on the event - Assisting at pre-event functions <ul style="list-style-type: none"> o Managing guest lists, sourcing event production items and co hosting - Follow up and admin around optional extra store items - Work closely with sponsors, suppliers, third parties and internal stakeholders to drive integrated delivery across areas of responsibility - Post event wrap up
Athlete Services team purpose	<p>The Athlete Services team develop, administer and manage avenues that reach out, interact and engage with athletes, to rock the amateur standard-rider package experience, as well as the professional rider experience.</p> <p>The Athlete Services team's purpose is to integrate their experience, expertise and effort to help the Absa Cape Epic meet their company goals.</p>
Role and person specific attributes/skills	<ul style="list-style-type: none"> - Strong administrative skills and attention to detail. While the role requires 'hands on' work at event, meticulous planning and documenting thereof is required and the job is primarily desk bound. - The ability to work under pressure and juggle multiple projects with accuracy - Results driven and the ability to deliver on strict timelines - Strong troubleshooter, able to think on their feet and who is not afraid to get their hands dirty - Strong people skills and the ability to interact at all organizational levels with a focus on client service - Excellent computer skills in MS Office, especially Excel - Excellent written and verbal command of the English language – other languages a bonus - Be passionate, service oriented, positive, proactive and results driven - A general knowledge about the Absa Cape Epic or similar events - Work as part of a dynamic and goal orientated team, and contribute to a positive work environment - Interest and experience in sports events
Qualification requirements	<ul style="list-style-type: none"> - Degree or similar - Valid code 08 driver's license
Experience requirements	<ul style="list-style-type: none"> - Some level of event experience is beneficial