

# ROLE PROFILE| Absa Cape Epic

## Introduction

The Cape Epic is the company that organises the Absa Cape Epic and Wines2Whales events. We're a passionate, innovative, dynamic sports-oriented company that aspires to set new benchmarks in the world of international mountain biking and we are on the hunt for a new team member within the Race Operations division.

The Race Operations divisions manages behind the scenes elements of the race - commissaires, anti-doping, overall crew registration and management, accommodation bookings, town engagements and more. If you have an eye for detail and a desire to roll-up your sleeves and get involved in The Race That Measures All – the 2020 Absa Cape Epic.

Note: this is a short-term contract role with a focus on the 2020 Absa Cape Epic event only.

## Key Responsibilities

Provide assistance to the Race Operations team in the following areas:

- Crew Coordination.
  - o Assist with database management and follow ups with crew for outstanding information – crew liability forms, registering of team members.
  - o Counting and documenting all crew stock that is received pre-and post-event.
  - o Assist in the packing of crew apparel for distribution during the registration process.
  - o Respond to queries
  - o Packing of accreditation & crew kit.
  - o Assisting with accreditation and apparel packing.
  - o Organising printing of Crew Event Handbooks, Quick Cards, etc.
- Crew Events, Workshops & Registration (Volunteers & Crew).
  - o Assisting with crew & volunteer functions.
  - o Assist with crew registration.
- Assist with coordination of the following:
  - o Accreditation.
  - o Mike's Kitchen (a crew meeting/chill area).
  - o Event Vehicles (rental)
    - Handle (Avis) vehicle related queries on event.
    - Record all accidents, damages, breakdowns and swap outs of vehicles.
- Based in Crew Office Trailer (HQ).
  - Respond to all crew related queries.
  - Keep track of crew office petty cash floats and crew garage cards.
  - Send out crew notifications.
  - Crew Office Trailer stock take (on event and post event).
    - Oversee the operations of Mike's Kitchen.

## General ad-hoc duties:

- Requesting quotes and invoices as required.
- General runner – collecting and delivering as required.
- Additional ad-hoc duties as may be required from time to time.

## Experience Requirements

- Strong administrative skills and attention to detail.
- Proficient in Word, Excel, Power Point and Outlook.
- Code 08 Driver's license
- Customer facing experience, friendly demeanour.
- Cool under pressure, problem solving attitude.

- Some level of event experience is beneficial

#### Duration, Remuneration and Reporting

The fixed term contract for the Crew Assistant will start on 3 February 2020 and conclude 31 March 2020. Remuneration will be discussed with the successful candidate.

Successful candidate will report to:

- Race Director
- Crew Coordinator