

Position: Timing Associate

Company: Epic Sports Marketing

Department: Operations

Posted: January 9, 2011

Epic Sports Marketing (formerly Buttar.com) is seeking a Timing Associate. Epic Sports Marketing is a leader in sports marketing in the southeast region with a track record of producing, timing, managing and supporting over 200 events in the last 7 years. Events produced by Epic Sports Marketing include Orlando Xtreme Half-Marathon, Wildman Triathlon Festival, Orlando Triathlon at Baldwin Park, Moss Park Forest Run, Moss Park Triathlon Festival, Orlando Women's Triathlon and many others. Our team currently produces over 15 events a year benefiting the overall health of Central Florida.

Job Responsibilities

- Assist in timing and scoring events using the MyLaps Prochip and MyLaps Bibtag timing systems.
- Design the registration file
- Support the registration team in bib assignment and issue resolution
- Resolve all timing issues post event
- Be present at all events
- Perform other event related and general office duties as assigned by management

Qualifications

- BA / BS degree preferred
- Minimum 2 years experience in related field
- Discipline, strong interpersonal skills and an effective communicator
- Highly organized and extremely detail oriented
- Proficient in MS Word, MS Excel, Web applications like Infusionsoft, Sign Me Sports, Google Apps, etc
- Flexible team player, able to adapt to change in a chaotic and fast paced environment
- Must be highly motivated and able to take initiative
- Have competed in at least a handful of endurance sports.
- Be able to lift 20-40 pounds as the situation requires.

Application process

Please submit the following 5 items via email to support@buttar.com with the phrase **Timing Associate Application** in the subject:

1. Resume
2. References
3. Salary requirement
4. A short paragraph describing why you're the right person for the team.
5. Qualified candidates will be contacted for a phone interview.

Please note: incomplete responses will not be processed, no phone calls.