



Red Sail Sports is inviting applicants for the position of Operations Representative

The successful applicant will work in collaboration with our overseas partner ETHOS Event Collective and will need to be an asset and team player in our well-rounded working environment. The position requires creativity and independent initiative. The position includes working flexible hours including nights, weekends, and public holidays.

Our Operations Representatives are the smiles on the “front lines” of event management. This position is essential to the operations process in the on-site execution of services we offer and works with the Operations and Administration teams for full-service fulfillment of contracted DMC, event and consultation services.

Duties include (But not limited to)

- Work on-site during site inspections and events—duties may include managing transportation, meet and greet service at airport, décor and entertainment set-up, food and beverage set-ups flow and speed of service, and audience control;
- Work as a part of a team and independently to achieve client goals onsite.
- Assists Operations with securing vendor partners for events
- Produce Operational Documents in support of upcoming programs: word processing, flight manifest processing in excel, map diagrams and sign creation.
- Book and manage transportation for site inspections
- Dispatch and manage vehicle inventory and timelines onsite.
- Manage a manifest and record changes.
- Real time reporting of guest departures, changes, and additions to program services.
- Pack and unpack boxes and packages.
- Procure, package and deliver locally made or sourced client gifts and amenities.
- Turn in time sheet and expense reports in a timely manner.

Job skills and requirements

- Proven ability to work in a fast-paced environment and manage multiple projects.
- Excellent communication skills, written and verbal.
- A friendly but professional work ethic and is a team player
- Recognize urgent needs and prioritize accordingly.
- Excellent organizational skills and attention to detail.
- Knowledge of local destination offerings, willingness to self-learn.
- Outstanding analytical and problem-solving abilities.
- Maintain professional appearance and behavior, even in stressful situations.
- High level of proficiency in Microsoft Office software, diagramming software and sales management software
- Ability to stand and walk for long periods
- Willingness and flexibility to work evenings and weekend hours as business needs dictate.
- Reliable transportation and is punctual.

- Must have access to computer for time keeping and cell phone with photo capability for onsite communication

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