

## **PETER JACOBSEN SPORTS, LLC**

### **Job Description**

**Title:** Operations Assistant – Rhode Island

**Location:** Providence, Rhode Island

#### **General Position Summary**

Assist Director of Operations in all operational and logistical aspects of the CVS Caremark Charity Classic golf tournament. Seasonal, temporary position starts in May part-time and ends sometime in July.

#### **Essential Functions/ Major Responsibilities:**

1. Assist with planning and coordination of course set-up and tear down, including but not limited to the areas of office trailers and equipment, hospitality venue construction, temporary power, telecommunications, trash collection and removal, radios, barricade, audio/visual, landscaping, and heavy equipment.
2. Assume lead role in receiving, tracking, and warehousing all applicable tournament-related deliveries of equipment, merchandise, or supplies.
3. Work with numerous tournament vendors to assure proper fulfillment of contracted services.
4. Work with tournament sponsors in coordinating their exhibit display requirements (power, phone lines, furniture, sample replenishment, etc.).
5. Oversee tournament golf cart operations, including nightly refueling/charging, inventory, organization, and security.
6. Coordinate tournament vehicle fleet, including receipt, preparation, and disposal; inventory, organization; maintain copies of all drivers' licenses and/or DMV records.
7. Assist with planning and coordination of satellite parking operations, primarily setup and teardown.

#### **Secondary Functions:**

- Perform other related duties as required or assigned

#### **Accountabilities:**

The position involves a moderate degree of complexity and the ability to multi-task. The position encounters new and varied work situations. The position operates from established and well-known procedures but may have responsibility for recommending changes to practices and procedures in order to improve tournament operations and outcomes. The position receives a moderate to high degree of supervision. Errors and omissions, poor planning, or inattention to details in operational assignments could result in more work to the tournament staff, disrupt the flow of the event, and at the extreme, embarrass or damage the image of Peter Jacobsen Sports. Communications are frequent both inside and outside the organization. Contacts seldom involve confidential/sensitive matters. Most outside contacts involve vendors and tournament officials.

**Knowledge, Skills and Abilities:**

- General knowledge of the company's goals, objectives, policies and procedures.
- Working knowledge of all departments and how they relate to sales, sponsor and customer relations, etc.
- Skill in using computer hardware and software (intermediate level) including Microsoft Office (Excel, Word)
- Ability to remain organized while multi-tasking.
- Ability to communicate (both verbally and in writing) clearly, effectively and positively at all levels.
- Ability to establish relationships through the use of sound interpersonal skills.
- Ability to manage time effectively and efficiently.
- Ability to think quickly and to use judgment and creativity in solving problems.
- Ability to pay attention to details and to follow-up as needed.

The position requires the continuous need to read, write and speak English, practice interpersonal skills and teamwork, provide strong customer service and perform basic math. The position is frequently required to exercise creativity, use discretion, solve problems, and use independent judgment or take independent action.

The position requires continuous listening, talking, reaching, feeling and handling. The position requires frequent standing, sitting, walking and grasping. On occasion, the position incumbent is required to pull, push, lift, and carry up to 50 pounds.

**Education/Experience:**

The position requires an Associate's degree or equivalent specializing in marketing, business or communications along with 1 year of progressive experience in business, general operations, customer relations, and the use of software.

**Environment:**

Work is performed in a normal office environment with some work performed off-site and out-of doors surrounding events. The work involves substantial overtime during peak periods and extensive close work and CRT monitoring.