

Senior Executive Event Operations

MetaSport is a leading sport management company in Asia staging some of the most prestigious triathlon and cycling events in Singapore and Indonesia, among which IRONMAN 70.3 Bintan, City60 Bike Run Challenge, Tour de Bintan and MetaSprint Series Singapore.

With high growth rates and more upcoming projects, we are looking for talented, passionate and motivated individuals to contribute to our success and benefit from the development opportunities that we offer.

As the Senior Executive you will have a leading role in the planning of the event and be responsible for a smooth and high-quality execution.

Development Opportunity: Operations Manager. Timeline subject to performance.

Reporting to: Operations Director

Supervising: Operations Coordinator and Intern

Responsibilities:

- Secure venues and liaise with authorities and other stakeholders
- Obtain road closure and other permits
- Venue layout design and mapping
- Plan and coordinate event venue setup and tear down
- Liaise with contractors and ensure quality implementation
- Manage order timelines and coordinate with other company departments
- Source, negotiate and purchase materials and equipment
- Recruit, coordinate and train event volunteers
- Manage/guide/nurture the Operations Coordinator and Intern
- Supervise transport and event logistics
- Supervise maintenance & storage of equipment and supplies
- Take care of office maintenance and equipment
- Assist the Operations Director in any other areas as required

Requirements:

- 3-5 years of work experience
- Polytechnic diploma or degree in logistics, engineering or events management
- Reliable and responsible
- Interest in sport preferred
- Good time management skills
- Resourceful and able to think out of the box
- Diligent and able to perform under pressure
- Self-motivated, independent
- Good written and spoken English and Mandarin
- Willing to work in an international environment
- Class 3 driving license preferred
- Willing to travel and work on selected weekends

Salary range is \$2,700-3,500 depending on the profile of the candidate.

Send your resume to recruit@metasport.com .