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ALPHA WIN ADMINISTRATIVE ASSISTANT

Alpha Win (rebranded from HITS Endurance) began producing challenging multi-sport experiences in 2011 with the debut of HITS Triathlon Series. Alpha Win now offers more than 14 multisport events each year.

Alpha Win is seeking a full-time Administrative Assistant to join our Saugerties, NY based team! Our ideal candidate is meticulous, dependable, organized, and focused. A passion for endurance sports and the outdoors is a must.

The Alpha Win Administrative Assistant will primarily be responsible for managing daily office operations, maintaining clear communication with clients and the Alpha Win team, and helping to organize the production schedule for all events.

The candidate will have exceptional organization, written and verbal communication skills and a strong attention to detail. They will be adept at multi-tasking as well as customer service, and they will be able to work both independently and in tandem with a team. Experience with PR and Marketing and some fluency in social media platforms are a plus. We are looking for a diligent and driven individual that is seeking to join a positive, hardworking team.

Responsibilities include but are not limited to:

- Communicate with the staff and give clear direction on their tasks
- Maintain the website and event listings
- Help to manage and fulfill the production and marketing schedules
- Answer incoming phone calls and fulfilling additional receptionist duties as needed
- Assist in corresponding with clients via email regarding general questions
- Make client registration changes or deferments
- Customer contact and service
- Order supplies for events and maintaining an organized inventory
- Schedule and book flights, lodging, and rental cars for the staff
- Travel to events around the country on a regular basis
- Assist with marketing content such as e-blasts and social media posts as needed

Qualifications:

- 2 or 4 year college degree
- Experience in the triathlon and running industries
- Progressive customer service experience
- Strong written and verbal communication skills
- Computer proficiency including typing and data entry skills, competence with Microsoft Office suite, efficient internet searching skills, social media and ability to quickly learn new applications

- Ability to multi-task in a fast-paced environment
- Excellent organizational skills, with attention to detail and problem solving
- Friendly, outgoing and professional demeanor
- Ability to travel

Housing available during the transition to our Saugerties, NY headquarters.