



ABOUT ELEVATE SPORTS VENTURES:

Elevate Sports Ventures is a best-in-class sports, entertainment, and brand agency that provides proven and innovative solutions in hospitality and partnership sales, marketing, data and analytics insights, and brand representation to organizations across the global sports and entertainment landscape. Formed in partnership between the San Francisco 49ers, Harris Blitzer Sports & Entertainment (HBSE), Oak View Group (OVG), and Ticketmaster/Live Nation in 2018, Elevate is spearheading the most prestigious and dynamic new stadium and redevelopment projects in the world, including the Seattle Kraken's Climate Pledge Arena, the New York Islanders' UBS Arena, and Co-op Live in Manchester, England. Highlights among 30+ other clients and current projects include the USGA, USTA, St. Louis CITY SC, FIFA World Cup 2022, and EuroLeague Basketball.

EXECUTIVE ASSISTANT – OVERVIEW:

Elevate Sports Ventures is looking for an Executive Assistant to support the company's C-level executives and HQ office located in Charlotte, NC. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

RESPONSIBILITIES:

Executive Assistant Responsibilities:

- Completes a broad variety of administrative tasks for the executive team: managing calendars and appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; and initiating telecommunications.
- Works closely and effectively with the executive team to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion
- Arrange on- and off-site meetings, events, appointments & travel for executive team and clients with supporting materials as needed
- Assist the executive team in tracking key operational metrics by organizing and compiling data, researching facts, and coordinating information retrieval.

Office Management Responsibilities:

- Oversee and maintain office equipment for uninterrupted function, identify and fulfill office supply needs, maintain and manage vendors, and coordinate deliveries
- Welcome guests and customers by greeting them and directing them to the appropriate individuals
- Maintain relationship with property management

QUALIFICATIONS:

The qualifications listed below represent the credentials necessary to perform the essential functions of this position. To be successful in this position, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

A. Education and/or Experience

- Bachelor's Degree or equivalent experience
- 3+ years of as an Executive Assistant, Office Manager or similar role
- Experience managing multiple calendars
- Experience arranging travel
- Experience coordinating and managing internal and external events

B. Knowledge/Skills/Abilities

- Excellent computer skills, including a high degree of proficiency in Microsoft Word, Excel, Outlook, and PowerPoint
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners, etc.
- Expert level written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment
- Forward looking thinker, who actively seeks opportunities and proposes solutions

WORKING CONDITIONS

Travel Requirements

- Extensive travel will be required

Physical Demands

- Ability to lift up to 30 lbs

Work Environment

- Office setting when not traveling to offsite events and meetings
- Available at various hours for business-related tasks during regular business working hours and periodically during off-hours (evenings and weekends).

This position is open to all qualified candidates. If you need assistance or an accommodation due to a disability in connection with the application process, you may contact us at HR@elevatesv.com.

We are proud to be an equal opportunity/veterans/disabled/ LGBT employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment is decided on the basis of qualifications, merit and business need, without regard to race, color, religion, gender, sexual orientation, national origin, disability status, protected veteran status, genetic information, or any other characteristic protected by applicable law.