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## POSITION DESCRIPTION

### ATHLETE SERVICES EXECUTIVE

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**Title:** IRONMAN Asia – Athlete Services Executive

This is a permanent full-time position.

#### Reporting Structure

1. You will report to the Athlete Services Director – IRONMAN Asia
2. You will be working within the IRONMAN Asia Athlete Services team based in Singapore
3. You will be working alongside and supported by the IRONMAN Asia delivery, operational and commercial team

**Base of Operation:** Located at the IRONMAN Asia office in Singapore however may be required to work from different locations as required

#### Scope of Assignment

IRONMAN Asia own, licence and develop mass participation sporting events throughout the Asia region.

Working with the IRONMAN Asia Athlete Services team, the **Athlete Services Executive** will be responsible for managing participant materials, procurement, logistics, planning, customer service and reporting for the 2022 Standard Chartered Singapore Marathon and other Singapore based events as required.

The Athlete Services Executive will:

- Function within the IRONMAN Asia – Singapore event delivery team
- Provide a positive experience to event participants through great customer service
- Assist in management of event registration and reporting
- Lead the planning for athlete services logistics including corporate deliveries and venue planning
- Lead the stock delivery between venues and warehouses
- Management of race bag packing
- Control back of house logistics at the Singapore Marathon REPC
- Develop and manage project timelines
- Plan and execute delivery of the SCSM recovery area

- Manage race day stock items at the SCSM Finish line and Recovery areas
- Manage approximately 200 volunteers to assist with the delivery of the event
- Support the Athlete Services Director to deliver aspects of the Athlete Services management delivery plan

In addition to this, the Athlete Services Assistant - Logistics will;

- Develop efficiencies for provision of athlete services
- Purchase event items within budget and find budget efficiencies
- Be prepared to travel and work some weekends to deliver events
- Support in other tasks as required and requested

### **Skills & Experience Required**

- Diploma/Degree in Event Management, Logistics or similar field
- 3+ years event coordination/logistics experience
- Computer skills in Microsoft Office and Excel
- Proven ability to multi-task, work under pressure and within required deadlines
- Strong communication and interpersonal skills
- Excellent organisational skills, time management and attention to detail

### **Personal Attributes**

- Energetic and able to work co-operatively with other team members
- Desire to be part of a driven and positive team
- High level of verbal and written communication skills
- Strong logistical skills and a high level of professionalism
- Adaptable to changing and fast paced work conditions
- Meticulous attention to detail
- Self-motivated and able to work efficiently without constant supervision
- Supports a lifestyle of health and well-being

Interested applicant, please apply via the link on this page or send your CV to [singaporehr@ironman.com](mailto:singaporehr@ironman.com).