

Job Title: Operations Coordinator
Department: Operations
Reports to: Field Operations Manager

FLSA status: Exempt
Classification: Full Time
Supervises: Road Crew

Ragnar exists to make life more awesome. We are a group of active people who seek to work with individuals who work hard and play hard and have a deep desire to be successful. Ragnar is a Utah-based company with a national footprint, we are a premier series of overnight road and trail running relay adventures. Physical labor, heavy lifting, and working weekends and long hours during races is a requirement. This job will average 40-50 hour work weeks and most of those are at the office, in front of a computer.

We offer a great benefits package including 75% covered health care, 401K & match, open PTO policy, and a free Ragnar race per year.

Position Summary: Ragnar exists to make life more awesome. We are a group of active people who seek to work with individuals who work hard and play hard and have a deep desire to be successful. The Ragnar Relay Series is the largest relay series in the country. As an Operations Coordinator you will work directly with our Race Directors and Operations teams to ensure a logistically sound event and great runner experience. This position also manages and grows our road crew team. In addition, this position is responsible for finding the most efficient practices and also develops and implements standard operating procedures (SOP's).

Qualifications:

- Bachelor's degree
- Minimum 3-5 years relevant experience
- Previous leadership experience
- Superb organization and project management skills
- High attention to detail
- Positive Attitude
- Have run and/or worked a Ragnar is a plus

Essential functions and responsibilities:

- Oversee a budget
- Work directly with Safety Director to ensure work environment and processes are safe Strong logistics skills
- Analyze, document and implement best practices
- Collaboration with the Race Director team to ensure proper onsite delivery
- Manage and maintain working equipment as well as inventory replenishment
- Oversee transportation of Trail Series trailers
- Tracking of race day metrics and make improvements
- Race day - ownership of pre-determined venues, inventory and packing
- Race day - volunteer management
- Supply ordering / purchasing
- Customer service focused
- Ability to follow and execute SOP's (Standard Operating Procedures)
- Other tasks as assigned

Travel Requirement: First year of employment, anticipate up to 60% travel. As systems are learned, anticipate up to 30% travel



RAGNAR RELAY
12 South 400 West, 2nd Floor
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Physical demands: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical demands: While performing duties of job, incumbent is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. Employee must lift and/or move up to 75 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The noise level in the work environment is usually moderate

To apply: Submit your cover letter and resume to jobs@ragnarrelay.com.



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