Registration Assistant Job Description

Summary:
The Registration Assistant reports to the Vice President of Customer Success and will assist with runner registration and provide customer service to our participants. This position will also provide office administrative duties and support.

Duties and Responsibilities:
• Answer and direct phone calls
• Answer general email inquiries
• Assist at Packet Pickup/Late Registration
• Assist in administrative and clerical support
• Assist in mailing out runner packets
• Assist in registration process through Race Roster, our registration platform
• Collect and distribute mail
• Complete projects as assigned
• Data entry of offline registrations
• Greet and assist visitors
• Inventory and order office supplies
• Process multiple regular reports using Excel
• Troubleshoot runner problems, correct mistakes

Necessary Knowledge, Skills and Abilities:
• Attention to detail
• Competent in data entry and database management skills
• Competent in using Microsoft Office 365
• Must be flexible, able to handle multiple tasks and have strong time management skills
• Ability to work under pressure and meet deadlines
• Required to work evening hours and weekends during race related events

Hours per week:
15-20 hours / week with longer hours during race weekends. Full time advancement opportunities available based on performance and organizational needs.

Compensation:
$15+ based on skill level and qualifications.

To Apply:
Interested and qualified candidates should email resume to Carrie Washnock at
cwashnock@akronmarathon.org.

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