



## Office Coordinator/Receptionist

Pikes Peak International Raceway is seeking an experienced Office Coordinator/Receptionist to join their team. The Coordinator/Receptionist will provide support to the PPIR Leadership team including schedule/calendar management, meeting/conference planning, data entry and will act as the point of contact for the staff and providing general office support for the team. This is a project/event focused position and strong attention to detail, organizational, planning, documentation and multi tasking skills are required. The Coordinator/Receptionist will be required to work weekends during PPIR's signature events (several events annually).

The ideal candidate will be able to complete tasks independently with little supervision. This role is integral to the PPIR Leadership Team and Ownership and as such will be expected to communicate effectively with all levels of employees. This individual will often be the first point of contact for business partners and customers and will be required to create professional positive experiences with all clientele.

### Duties and Responsibilities

- Answer phones, handle inquiries and complaints, direct calls, and take messages.
- Maintain filing system. Maintain files for events, partners, and vendors including: notes, correspondence, contracts, invoices, insurance and other documentation.
- Supports all staff members as needed with various administrative, planning, and research tasks, as assigned.
- Maintain Calendars and schedules.
- Collaborate with PPIR team and seasonal employees in preparation for events i.e. Time Attack, PDX and produce post-event reports.
- Process expense reports, gather and submit payroll in a timely manner.
- Must understand the importance of confidentiality regarding business operations.
- Track expenses and invoices, make bank deposits, and coordinate payments. Update files in shared drive for Leadership's company credit card charges.
- Coordinate meetings, create and distribute agendas and Meeting Minutes.
- Manage voicemail system and outgoing messages.
- Assist with inventory and event supplies.
- Recommend procedural and policy changes to improve operational efficiency.
- Update employee birthday and contact list.
- Other projects as assigned.

### Requirements

- 3+ years of administrative experience supporting senior level management
- Excellent MS Word, Excel, and Powerpoint Skills
- Must have or be able to secure a Notary Public authorization
- Knowledge of accounting, data entry, administrative and clerical practices and procedures
- Knowledge of human resources practices and procedures
- Exceptional organization and planning skills; methodical approach with attention to detail and high level of accuracy.
- Excellent oral and written communication skills
- Values teamwork and collaboration
- Good judgment, problem solving and time management skills
- Initiative, integrity and adaptability
- Friendly and professional in demeanor and appearance
- Open and receptive to feedback
- Must have reliable transportation
- Ability to work 8am-5pm M-F reliably, and at weekend and evening events as necessary.

To apply, email your cover letter and resume to [jared@ppir.com](mailto:jared@ppir.com). No phone calls please.