

Event Registration Admin

Pittsburgh Three Rivers Marathon (P3R) is searching for a full-time Event Registration Admin. P3R is the non-profit organization that manages and operates running and fitness events in Pittsburgh. Events include the following: DICK'S Sporting Goods Pittsburgh Marathon, EQT 10-Miler, GNC Liberty Mile along with a calendar of year round events. P3R has built a portfolio of events that are ranked nationally and respected in the running industry.

The Event Registration Admin provides outstanding customer service to event participants, clients, vendors and sponsors via phone, computer and in-person. This position also helps event participants from registration through the completion of the event.

All candidates should have outstanding customer service skills, demonstrable analytical and problem solving skills, excellent communication (written & oral) skills along with attention to detail and the ability to multitask and project management skills with the ability to prioritize workloads.

The Event Registration Admin answers inquiries to the event information email accounts in alignment with company policies and procedures, manages office mailings, maximizes shipping budget, processes package shipments along with recruiting and managing volunteer assistance as needed. Assists the Registration Director with all runner related registration processes pre-race and post-race including ensuring that the data is clean and accurate, archiving of race related items and inventory and distribution of participant shirts/medals and awards.

Responsible for day to day operations of the front desk performing general clerical duties such as but not limited to sorting and distributing mail, filing and answering phones, greets and assists visitors at the P3R office in a professional and friendly manner.

Additional duties as directed.

QUALIFICATIONS

All candidates should have proven outstanding customer service skills experience as well as experience in event planning and other qualifications include:

- At least 5 years' experience working in a professional office and/or customer service experience
- High School Diploma required Ability to work effectively with co-workers and community members
- Strong written and verbal communication skills excellent interpersonal and multidisciplinary project skills
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Must be able to lift 30lbs

Please email a resume and cover letter to HR@p3r.org