

Administrative Support

Job Description: The team manager is a catch-all position that supports the paragon CEO and other team members in a wide range of capacities. This person will be the main pillar that holds our company up behind the scenes! They should love all things endurance sports. A list of duties and responsibilities are listed below but this list should not be considered comprehensive. The administrative support should be a self-starter who is excited to jump-in and assist wherever necessary.

Reports to: CEO

Weekly Hours: ~10-15 hours per week starting

- Mon-Thu with remote work on weekends and occasional event assistance on weekends

Qualifications: Must be able to read and write well. Good organizational skills.

Compensation: \$15-\$22/hour

Duties and Responsibilities

1) General Administrative

- a) Manage the club and athlete roster both online and in-person.
- b) Monitor paragon's various email address(s) and respond promptly to inquiries or notify appropriate team members to respond.
- c) Monitor and respond to messages via paragon's business phone number.

2) Organizational

- a) Sorting and filing financial, liability, and other documents and records.
- b) Manage and organize clothing inventory on websites and in the office.
- c) Manage and maintain inventory for office supplies and materials used.
- d) Ship apparel items as orders are placed.
- e) Make sure shipping materials are on hand and look for ways to save money on shipping costs.
- f) Keep detailed notes, create and organize systems to manage paragon's wide range of services.

3) Online Training Plans

- a) Share training plans within 24 hours as orders are placed.
- b) Respond to customer service emails regarding training plans.
- c) Update links in plans and oversee quality control of them.
- d) Update and develop SEO articles to sell more training plans.

4) Team Paragon

- a) Keep track of team results and performances for the media and marketing coordinator.
- b) Assist with SAG support at team rides or events as needed.
- c) Take pictures at team events as needed.
- d) Travel to team races, training camps, and events as needed.

5) Events

- a) Assist with set-up and day-of responsibilities at all four Summer Splash and Dash series races
- b) Assist with set-up and day-of responsibility at the Texas Tough Duathlon

6) Online Coaching

- a) Manage the onboarding/outboarding process for coached athletes.

7) Various Projects

- a) Run additional errands or perform any other duties as requested by CEO
- b) Be willing and able to assist with other projects as needed.

Required Skills

1. Strong customer service skills
2. Basic knowledge of Google Suite products
3. A passion for endurance sports and strong work ethic

Application Process

Please apply online at www.ParagonTraining.org/job-opportunities

For questions, please email info@paragontraining.org