

***Are you a Trail Runner with Event & Project Management Experiences?***

## **TRAILME - Event & Project Management**

TRAILME is the #1 app & platform that provides real-time information during a trail running event. We strive to enhance trail running experiences and connect the trail running community with technology. [www.trailme.com.hk](http://www.trailme.com.hk)

As we grow, we are looking for a motivated and versatile Event & Project Manager to join our team. This is a unique role for someone looking for a diverse job scope, combining outdoor experience, managing the customers trail running project and our service for event organizers. We will expand our service platform and business cross Asia and need your drive to go the extra mile.

### **Key tasks**

- Prepare and coordinate regular and virtual trail race events in partnership with race directors/event organizers (before, during and after the event)
- Prepare events, digital course marking and support the course deployment
- Organize and manage onsite operation and volunteer coordination
- Organize TRAILME product demos and prepare tutorial material
- Maintain our B2B customer database and end user communication
- Maintain the event calendar

### **Outcomes**

- High quality events operated with TRAILME

### **Responsibilities**

- Delivery of successful events and customer experiences (Race Organizer, Racer & Fans)

### **Knowledge**

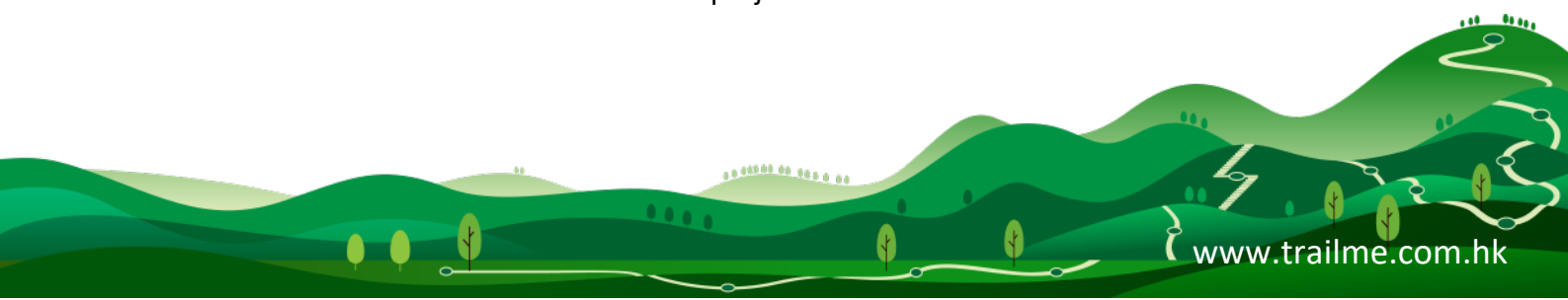
- Planning and coordinating outdoor events
- GPS and outdoor map orientation
- RFID timing technology
- Basic marketing principles

### **Competencies**

- Being systematic and structured
- Capable to establish routines, checklists and standard procedures
- Good in following up and achieving goals by given timelines
- Self-driven and curious

### **Experiences**

- Customer centric work
- Run and delivered medium sized projects



- Worked in a high dynamic, fast pace (startup) environment
- Passionate about trail running with event participations

#### **IT-Skills**

- Office365 & TEAMS / Adobe Photoshop
- Plotaroute (or other course mapping tools)
- MailChimp
- Use of a Content Management System (Drupal)

#### **The extra mile in outdoor**

- Coordinate TRAILME tester and maintain a supporter network
- Outdoor tests of TRAILME on the trail

#### **Other requirements**

- High proficiency in English (speaking and writing)
- High proficiency in Cantonese (speaking and writing)
- Flexible in work arrangements – partly on weekends for outdoor events

#### **Key benefits**

- Engage in a high innovative IoT product development
- Bring your passion for outdoor sport to your workplace
- Learn from Senior Executives to run a startup
- Mentorship for your career
- Sponsored event participations
- Flexible office, WFH and outdoor workplace and time arrangements

#### **Contract**

- Permanent / Full-time

#### **Salary**

- 16-20k - monthly / plus MPF

#### **For further information, see**

- [www.trailme.com.hk](http://www.trailme.com.hk)
- <https://youtu.be/WKh1ocav4HE>
- <https://www.linkedin.com/in/rainer-duespohl-cio/> (since August 2019 uHey Limited, Founder & CEO))

#### **Candidates**

- Submit your resume
- Explain your motivation why you apply for TRAILME
- What is the commitment you will bring with you?
- Experience in trail running and outdoor activities

**Contact:** [careers@uhey.com.hk](mailto:careers@uhey.com.hk)

