



Location: Denver, Colorado  
Salary: Negotiable, Based on Experience  
Education: College Degree  
Experience: 3 - 5 Years  
Title: Executive Assistant to the President  
Reports To: President  
Required Skills: Professionalism, Communication, Organization, Dedication, and Follow-through  
Date: March 5th, 2015

### **Company Overview**

Life's too short to have a crappy job so why don't you come work in an environment that is fun and exciting. Unser Karting & Events is a unique entertainment venue focused on delivering fun and memorable experiences with our indoor karting and entertainment venue.

We don't just say it but we mean it - we believe in having fun. Our business is based on a formula that takes that fun, mixes in excitement, adrenaline, friendly competition, and a great place to socialize creating an unmatched entertainment oasis for both corporations and friends and family to enjoy. We have multiple business units – rental kart operations, corporate event and conferences, bar and restaurant, performance racing team and shop, and sports and training operations.

We've been operating a single location in Denver for the past 4 years and are now growing and expanding into new markets.

### **Job Description**

We are looking for an experienced executive level Assistant to join our team and to help lighten the load.

#### What you need for this position:

The Executive Assistant must be creative and enjoy working in a fun and fast paced, entrepreneurial environment that is ever changing. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

#### What you'll be doing:

Your first priority will be taking care of the President and CEO of the company. He's never had an assistant so you'll have to coach him and literally rip things out of his hands. You'll need to train him on how to use an assistant. Being shy won't work. You'll also be supporting the rest of the executive team so they can be more effective. As the Executive Assistant, we'll want you to do all of the support things including but not limited to acting as the teams gatekeeper and primary point of contact for all external communications, managing calendars, composing and preparing correspondence, arranging travel plans, itineraries and agendas, and supporting the executive team in any capacity required. You'll need to work closely and effectively to keep the President and team well informed on upcoming commitments and responsibilities.

In order to fully support the leadership team, you will need to have a flexible schedule.

If you think you've got what it takes to be our Executive Assistant, please apply today!

You must be authorized to work in the United States on a full-time basis.

How do I apply:

Drop off a persuasive cover letter explaining why you think you've got what it takes to be considered for the position. Attach your resume.

7300 Broadway

Denver, CO 80221

(NW Corner of I-25 and Hwy 36)

Email us a persuasive cover letter explaining why you think you've got what it takes to be considered for the position. Attach your resume to:

[jobs@unserkarting.com](mailto:jobs@unserkarting.com)