

**Dover Motorsports, Inc.**  
**Nashville Superspeedway**

JOB TITLE:                   **Administrative Ops Assistant**

PAY STATUS:

DIVISION:                   **Executive Support**

BASE:                         **Nashville, TN**

NO. OF POSITIONS:       **1**

DATE:                        **October 20, 2021**

---

**Major Focus:**

An Administrative Ops Assistant at Nashville Superspeedway's primary focus is to support the Executive Assistant/Administrative Business Manager and leadership team to ensure efficient operation of the office. The Administrative Ops Assistant will provide support through a variety of tasks related to organization and communication. You will be responsible for confidential and time sensitive material.

To be a successful Administrative Ops Assistant Dover Motorsports, Inc. candidates should be professional, polite, and attentive while also ensuring accuracy. They should always be prepared and responsive, willing to meet each challenge directly. Administrative Ops Assistant must be comfortable with computers, general office tasks, and excel at both written and verbal communication. Most importantly, the Administrative Ops Assistant should have a genuine desire to meet the needs of the team.

**Responsibilities include but are not limited to:**

- Manage and execute company purchasing procedures alongside the accounting department.
- Receive and process company invoices.
- Manage company credit card.
- Review and approve incoming vendor insurance certificates.
- Request and obtain necessary paperwork from on-site vendors during race weekend.
- Manage driver/owner lot during race weekend.
- Assist with credentialing procedures during race weekend.
- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and managing office supplies.
- Providing support by booking appointments and preventing conflicts.
- Manage reception desk.

- Screening phone calls and routing calls to the appropriate party.
- Greet and assist visitors.
- Maintain polite and professional communication over all platforms.
- Anticipate the needs of others in order to ensure their seamless and positive experience.
- Maintain supply inventory, ordering, and organization.
- Administrative duties such as filing, typing, copying, binding, scanning etc.
- Create and distribute memos to staff and visitors.
- Book and host conference calls, room, etc.
- Handle sensitive information in a confidential manner.
- Receive, sort and distribute mail and packages.

**Additional Duties:**

- Other duties as assigned by Executive Assistant/Administrative Business Manager.

**Requirements/Education:**

- Must possess high school diploma or GED, college preferred.
- Proven admin, assistant, or office manager experience.
- Accounting background and experience preferred.
- Knowledge of office management systems and procedures.
- Excellent time management skills and ability to multi-task and prioritize.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Proficient in MS Office programs.
- Must be a self-starter and demonstrate initiative.
- Must be outgoing and personable.
- Must be willing to assist others – customers and colleagues – and be able to work as a member of a team.
- Must be able to work in a face-paced environment.
- Must be able to report to work on time as scheduled.
- Must present an overall professional appearance and report to work in appropriate attire.
- Must be able to speak, read and write English.

The above description denotes some of the specific characteristics which are necessary to perform the principal functions of the job and are not intended to be a description of all the work requirements that may be inherent in the position.

Nashville Superspeedway, is an equal opportunity employer