



Staffing and Travel Coordinator

Full-Time in Scituate, MA

Looking to make an impact in the lives of tactical athletes? Apply here to serve as part of a dedicated team that supports the men and women who keep our communities and nation safe.

O2X Mission & Overview

At O2X, we improve the lives of tactical athletes through world class human performance programs. We work with a wide range of clients, including more than 100 federal, military, and municipal organizations to elevate culture, support healthy lifestyles, and reduce healthcare costs associated with injuries and illnesses. Fueled by our shared desire to help others, our team strives to make our clients (and ourselves) 1% better every day.

The O2X Staffing and Travel Coordinator is responsible for assisting the Events Manager in coordinating, staffing, and travel booking our world class network of Human Performance experts to ensure successful execution of O2X training events across the United States. The Staffing and Travel Coordinator will also directly interface with our network of Human Performance experts, assist in training and on-boarding, and oversee program delivery for all training events.



Key Responsibilities

- Assist Events Manager in all aspects of travel booking for contractors
- Assist Events Manager in all aspects of event coordination, including screening contractors, outreach to staff, and staffing of contractors in support of human performance training events
- Assist the Event Manager with outreach to contractor network to streamline the staffing and travel booking process for each event
- Execute on day to day tasks required to deliver world class human performance training and education through events and programs nationwide
- Assist in research of travel partnerships including but not limited to hotels, airlines, rental cars, Uber, Lyft, etc.
- Maintain all personnel details and travel related information for each contractor in the CRM
- Update Operations Planning documents with travel information so workshop teams are aware of personnel traveling in and out of each event
- Assist in onboarding contractors into O2X travel systems and accounts including Neo, Uber, Lyft, etc.
- Proactively brainstorm, present and execute on communication and client engagement initiatives
- Selection and booking of hotels at all in-person events to ensure high quality and cost effective accommodations within event margins
- Handle any travel issues, cancellations, delays, etc. with the contractors to ensure they arrive on-site for their sessions
- Screen new applicants and specialist candidates to begin the onboarding process

Requirements

- Bachelor's Degree and/or military service
- 2+ years of event or travel coordination experience
- Demonstrated successful organization and problem-solving skills
- Solid understanding of the benefits of maximizing human performance
- Proven verbal and written communication skills
- Sharp attention to detail and process management skills
- Ability to manage multiple projects simultaneously
- Proven time management skills
- Proficiency in Google suite, Microsoft suite, and Monday.com
- Interpersonal and relationship management skills with high attention to customer service

Desired traits

- Passionate about joining the O2X team and mission
- Professionalism and maturity with strong time management skills in a fast-paced environment
- Self-awareness and ability to self-correct
- Ability to effectively receive, relay, and communicate feedback to both team and individuals
- Inclusive, helpful, and team-oriented mindset
- Self-motivated, high energy, aspiration to succeed
- Superior organization and multitasking skills
- Creative and innovative, with a desire to enhance the customer experience
- Excellent communicator with the ability to develop lasting internal and external relationships
- Flexible and adaptable: Team player with the ability to think critically
- Proficient in basic computer skills required for the role (Google Suite, Microsoft Excel,)

Compensation and Benefits

- Competitive base salary commensurate with experience
- 401k with company contribution and profit sharing
- Health benefits and continual education allowance