

Job Description

Operations Assistant

NBA Academy Latin America

Position Summary

The Operations Assistant will work as part of the operative staff of the NBA Academy Latin America and will be responsible for the daily off court operations, including operative and administrative tasks, on a daily basis.

This is a full-time position based at the NBA Academy Latin America, with day-to day management from NBA Academy Latin America Staff. Additionally, strategic oversight will be provided by NBA Mexico Basketball Operations.

Major Responsibilities

- Responsible for on-court operations in practices and events (clinics, camps, games, etc.) including setup and breakdown of the venue equipment and signage.
- Supervise housekeeping or special services that may be needed for players' dorms.
- Make the grocery, housing items and academic material purchases.
- Support the operative staff with the day-to-day expenses report.
- Assist with players transportation to and from the airport, medical appointments, academic tests and NBA related events.
- Assist with collecting and entering into athlete management system all necessary on boarding materials from players
- Check athletes' rooms and facilities regularly
- Assist the operative department with other projects and daily tasks as needed.

Required Knowledge, Skills, and Abilities

- Previous sport-related experience.
- Enthusiastic and passionate about basketball.
- Detail oriented, well-organized and able to handle multiple tasks simultaneously.
- Demonstrated computer proficiency (Microsoft Word, Excel, PowerPoint, Outlook).
- Strong ability to work well within an environment integrated by a multicultural team.
- Excellent communication skills, both written and oral.
- Ability to identify organizational needs and operate proactively
- Demonstrating initiative and independent problem solving.
- Ability to maintain confidentiality with sensitive information.

Other Requirements

- Must be at least 18 years old.
- Must be available to work nights, weekends, holidays and nonstandard hours.
- Location: San Luis Potosi, San Luis Potosí, Mexico
- Current clean driver's license.
- Fluent Spanish required; fluent English desired.

Contact

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