

ROLE: Account Executive (Sports Operations)**COMPANY: SportOps****Who We Are:**

SportOps is part of ACE: a global entertainment, sports and content company, home to the world's most dynamic and engaging storytellers, brands, live events, and experiences. The company is comprised of industry leaders including entertainment agency WME; sports, fashion, events and media company SportOps; and premier mixed martial arts organisation UFC. The ACE network specialises in talent representation; marketing and licensing; content development, distribution and sales; event management; and a number of direct-to-consumer offerings.

Key Responsibilities:

- Responsible for supporting multiple key accounts with a variety of tasks across the SportOps Media sports portfolio to achieve the departments' objective of creating best in class client servicing.
- Work with multiple areas of the business on a day-to-day basis including – finance, legal, creative, strategy, production, distribution, ACE Analytics and others.
- Work closely with the Heads of Sports Management to ensure key objectives are met.
- To learn and develop expert-level operational skills across our key client portfolio to ensure all accounts are optimised to deliver against key business objectives.
- Assist in the day-to-day management of tasks across a number of accounts – working with a variety of Account Managers, Directors and Vice Presidents.
- Assist and track the roll out of key initiatives within Sports Management team
- Work with commercial team to create sales collateral and market reports
- Assist with broadcaster liaison planning reports across key clients – pre and post event.
- Attend meetings and create detailed notes to summarise and distribute internally and externally.
- Learn and train users on the internal systems and tools – Stadium, Torch.
- Assist in creation of key client presentations and documentation.
- Develop clear and concise internal and external presentations/reports.
- Support a wide range of departments and seniority within the company from shared services up to EVP level.
- Attend events to support with a multitude of tasks.
- You may also be required to carry out any other duties which are within the scope and purpose of the job.

You Will Have the Following Strengths:

- Knowledge of the media industry.
- Ability to learn and closely follow business practices, resources, and personnel within SportOps Media
- Good commercial acumen.
- Numerate and analytical to understand and interpret data.
- Ability to present at all levels both internally and externally.
- Experience achieving long-range objectives and implementing the strategies and actions to achieve them.
- Experience of working in sports/entertainment media.
- Very strong communication and interpersonal skills.
- Excellent relationship building and networking skills.
- Excellent time management skills, ability to work calmly under pressure whilst meeting deadlines.

- Team player and a self-starter.
- Committed to client service excellence and quality business relationships.
- Organisational skills that enable the individual to prioritise a varied workload. Priorities will often change to dictate focus of work – the candidate must have the ability to handle competing demands and last-minute changes effectively.
- Excellent knowledge of MS Office software, including Word, Excel, Outlook, Teams, and PowerPoint.

Our Values:

- We are fuelled by persistence, adapting and seeking solutions in the face of challenges.
- We support and elevate diverse voices, promoting equity and Inclusion within our company, industries, and community.
- We operate with a spirit of entrepreneurialism, a willingness to take risks and mindset that is built to disrupt.
- We rely on collaboration across our network to power culture and unite people around the world.
- We hold ourselves to the highest standards of excellence in every aspect of our work, including how we interact with one another, our clients and our partners.