

# Elleven Management Employment Opportunities

## About Us

Since 2012 Elleven Management has been an industry leader in club, event, league, and player management. We are a boutique soccer advisory firm with well known, and experienced soccer professionals at all levels of the game.

The strength of the company is based on the people who are involved. We are constantly adding industry leaders to our team to better serve our clients. We are passionate, hardworking, and outcome focused. We thrive on the success of others!

## Our Brands



The Premier Soccer Series | Cascadia Spring Soccer League | Game Day Video  
True North Originals | Premier Events

## Employment Opportunities

To apply for any of the below positions click on the link at the end of this document to fill out the application form.

## Event Staff

### Operations Crew Members

Operations Crew Members work during events, setting up fields, nets, branding and tents, making sure parks stay operational and looking tidy for the duration of the event.

In this part time role, you will work for long days during the event and may also work for 2-3 days before the event getting equipment ready and in place for event days.

Operations Crew Members should:

- be 16 years old or over
- work extremely well in a team environment
- have a willingness to learn and ability to take direction from others
- be able to comfortably lift 60lbs.
- have a pro-active outlook with attention to detail
- be legally entitled to work in Canada
- this position is seasonal and will require weekend work and occasional long hours
- a drivers license and vehicle would be an asset

## Headquarters Event Managers

Duties include but are not limited to:

- being the main point of contact at a venue; welcoming teams and spectators
- answering questions about schedules, rules and policies
- keeping track of scores and being able to explain scores/standings to teams.
- Coordinating with other staff members (operations crew, referee manager, score keeper, scheduler and tournament directors) for the smooth operation of the venue.
- Coordinating with vendors to ensure they are taken care of and set up where they should be.

Headquarters Event Staff should:

- work extremely well in a team environment
- work well under pressure
- have a willingness to learn and take direction from others
- have the ability to work under pressure
- have a pro-active outlook and good problem-solving skills with attention to detail
- have a positive attitude
- be legally entitled to work in Canada
- this position is seasonal and will require weekend work

## *True North Originals Team Member*

True North Originals is a full service, on-site event merchandising company. TNO staff offer custom merchandise options to event participants as well as online school and club merchandising.

Duties include but are not limited to:

- creating custom merchandise before the event to fill pre-orders
- setting up on-site store
- creating custom event merchandise
- on-site sales

TNO Team Members should:

- be 16 years old or older
- work extremely well in a team environment
- have a willingness to learn and ability to take direction from others
- have a pro-active outlook with attention to detail
- be legally entitled to work in Canada
- having a valid BC Drivers License and the ability to travel to events as well as our South Surrey Warehouse/office would be an asset

This position is seasonal and includes weekend and evening work.

## Administration Team Member

Duties may include but are not limited to:

- communicating with customers through email and phone
- organizing groups or players/teams and making sure they are compliant with governing organizations (whether it be BC Soccer, a league or one of the cities we operate in)
- pulling reports and important information from our different platforms (forms, registration systems, storesales, emails etc) Being able to organize information in a way that it is easily understood by the team
- updating team on various on-going projects
- attending various meetings with stakeholders (zoom & live)
- updating websites (Wix), newsletters & social media posts

Even Team Members should:

- be self motivated and able to work alone or in a team environment
- enjoy working in a fast paced environment
- have a willingness to learn and ability to take direction from others
- have a pro-active outlook with attention to detail
- have ability to problem solve.
- have strong organizational skills and the ability to multi-task
- have strong time management skills and the ability to prioritize tasks.
- be able to provide general support to members and/or customers
- be legally entitled to work within Canada
- having a valid BC Drivers license and ability to travel to our South Surrey Warehouse/Office would be an asset but not mandatory

Applicant should have a working knowledge of the following:

- Microsoft office (especially MS Excel)
- Email
- Google sheets

Knowledge of any of the following would be an asset:

- Canva
- Wix
- Adobe Illustrator
- Adobe Photoshop
- Adobe Spark
- Adobe Acrobat Pro
- Order My Gear
- Event Connect
- Qscriptor
- Glide Apps

This position is part-time/contractor but could grow into full-time with the right candidate. Hours are flexible but may require weekend/evening work during events and/or meetings.

 [CLICK HERE TO APPLY](#)

We thank all applicants for their interest, however only those selected for further consideration will be contacted