

Team Coordinator

BACKGROUND

With headquarters in Bozeman, Montana, Auric Road is a lifestyle hospitality group with a growing collection of Petite Resorts in North America including Lone Mountain Ranch (Big Sky, Montana), Hotel Joaquin (Laguna Beach, CA), Korakia Pensione (Palm Springs, CA), Sonoma Coast Villa (Bodega Bay, CA) and soon to be opened Rex Ranch (Tubac, AZ). We acquire distressed resorts, then reimagine and restore them. Each resort is then programmed with exceptional experiences to align with today's cultural behaviors and reconnect people to themselves, their loved ones and the world.

We are looking for a Team Coordinator to help support the internal operations of a fast growing company redefining hospitality. This role will be split between directly assisting Auric Road's leadership team, supporting ongoing operations for the team at large, and providing general office management. The ideal candidate is enthusiastic, detail-oriented, organized, strategic, results-driven, and passionate about hotels.

VITALS

Reporting: You'll report to the CEO and Chief Investor Officer and support the Director of Guest Experience

Full Time Role

Location: You'll be based at HQ in Bozeman, Montana but also be expected to travel to our hotel properties across North America.

YOU'RE MOST LIKELY A FIT IF

- Your record demonstrates good judgment, strong organizational prowess, and strategic thought throughout your work; and you have a keen eye for detail
- You proactively jump into unfamiliar situations to help the people around you
- You relish working in a fast-paced environment
- You're among the top five hardest workers you know, and you get things done

THIS ISN'T FOR YOU IF

- You lack experience balancing competing priorities from different stakeholders
- You aren't detail-oriented and don't review your work before moving on
- You're looking for a typical *clock in, clock out* position
- You take yourself too seriously and don't have a sense of humor

DETAILS

The description below is representative of the position and may not encompass the full scope of the role.

1. Executive Support

- Manage CEO & CIO & General Managers scheduling and calendar, and maintain awareness and knowledge of key executives' schedules and appointments
- Arrange travel plans, transportation, and travel preparation documents

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- Provide Auric Road leadership the relevant materials needed prior to calls and meetings
- Note taking for meetings as needed
- Manage expense reporting for CEO & CIO
- Be an important point person for VIP guests – directly support Director of Guest Experience to ensure optimal guest experience for corporate VIPs.

2. Operations Coordination

- Develop a working understanding of the organization, staff, Members, and opportunities; act as a resource for support and knowledge for the CEO, CIO, at-large team, Members, and general public. Judgment and trust are key here
- Manage Auric Road team travel and scheduling as needed
- Support the team in composing, editing, and formatting strategic documents, letters, memoranda, agendas, reports, emails, minutes, and other correspondence
- Be an ambassador of Auric Road brand at events - particularly in Big Sky, Montana
- Help plan and execute events hosted by Auric Road (salon dinners, investor summits, etc).

3. Office Management

- Ensure fundamental systems, protocols, and supplies are in place within the office; maintain office equipment as needed; act as point person for organizational archives and resource materials
- Act as point of contact for building management, vendors, and guests—you will represent Auric Road a broad audience. Make us look good!
- Manage the master calendar of events and shared knowledge for the team—this is our central nervous system

PERKS & BENEFITS

- Experience and get to work out of our world class properties that we own today and are in the process of development
- Work directly with ownership on a daily basis
- Work closely with non-profits that we support across the state of Montana
- Trajectory—capture the opportunities presented (and create your own), and the sky is your ceiling
- Get to meet super interesting, creative minds and taste makers that make up our universe including well known guests that stay at our properties that you will help host, speakers at events you will help quarterback and leading architects and designers that we work with every day
- A cooperative, fun, high-performance team culture of striving to help you become the best version of yourself

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- Health/dental/vision/life insurance

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the role.

Our interview process: You will talk to at least 8 people, complete one or more written assignments, role play—all good stuff that will help you, and us, ensure that you'll be happy at Auric Road. Ready to roll?

NEXT STEPS

- Submit your LinkedIn profile along with a writing sample to careers@auricroad.com
- Tell us why we resonate with you, and send us any questions or reasons why you think you would be a good fit for the role.