



Summer Internship - Sourcing Specialist (Amateur Sports Travel)

May/June - August 2024

Athletx Sports Group has a future opening for a Summer Internship - Sourcing Specialist within our group housing team. As a Sourcing Specialist you will be responsible for assisting our brands' hotel operations by managing the needs that our teams/customers have when booking hotel stays, maintaining compliance with our "stay to play" policy, and communicating changes in an effective and efficient manner. Specifically, this position should be fluent with communication efforts, with the majority of efforts taking place via email, and highly skilled in the hotel operations space. The position will be located in either the Carmel, IN office or Louisville, KY office.

PRIMARY AREAS OF RESPONSIBILITY

- **Respond to inquiries from teams/parents that need to secure team/individual accommodations**
- **Monitor group block availability for each event and communicate deficiencies as they become relevant**
- **Maintain team compliancy through minimum booking requirements for each team/event**
- **Communicate modifications and changes with customers and hotel properties**
- **Have a comfortable understanding of the general hotel booking process**

GENERAL JOB SKILLS AND ABILITIES

- **Work cooperatively as a member of the overall Athletx culture**
- **Excellent oral and written communication skills**
- **Impeccable reliability, attendance and punctuality**
- **Active listening and high-level problem resolution skills**
- **Strong attention to detail, time management/prioritization and organizational skills**
- **Multi-task in a fast-paced environment**
- **Regularly produce error-free work**
- **Strong level of internal/external professionalism**
- **Follow clear direction, accept positive criticism and be self-motivated**
- **Identify issues and opportunities long before they become a hot button**