

ULTIMATE VENTURES
Dallas-Fort Worth DMC

Job Title: Operations Manager
Reports to: Director of Operations



Ultimate Ventures (UV) the trusted partner and go-to Dallas-Fort Worth destination management company (DMC), seeks an experienced **Operations Manager** to join our team. Our award-winning organization has an unmatched reputation, a dynamic team, and a myriad of strategic partnerships that enables our Operations Managers to be successful.

We seek a highly effective and passionate professional with success in the destination management or hospitality industries. Our new team member must be a self-motivated individual; have strong verbal and written communication skills; be a positive team player who interacts well with external clients, vendors and other team members; be proactive when assessing upcoming programs; project-oriented with superior attention to detail; outstanding organizational and prioritization skills; ability to analyze complex logistical program elements; excellent customer service skills (which applies to internal and external customers); ability to juggle multiple project deadlines efficiently; and possess a high level of proficiency in the use of standard computer software including Microsoft Office. Knowledge of Viper software is a plus (or the ability to learn new software quickly). Comprehensive knowledge of the Dallas-Fort Worth area is a must. This is a unique opportunity to cultivate your DMC career with our team of industry leaders.

About UV: We are destination management experts passionate about bringing the best of Dallas-Fort Worth to life. Resourcefulness, unsurpassed knowledge of our market, and decades of experience equip us to provide unique, imaginative solutions that consistently exceed expectations. From event design and transportation logistics to engaging team-building activities and customized excursions, we provide strategic solutions to ensure our clients meet their objectives. We earn our clients' confidence through our ability to deliver a full range of services with unflappable ease.

Experience: Prefer 3-5 years similar experience in transportation logistics and special event management within a DMC, Incentive Company, event/meeting planning or related organization.

Education: College degree preferred.

Profile/Skills: Strong problem solving skills
Exemplary verbal and written communication
Exceptional client service skills
Outstanding multi-tasking & organizational skills
Strong analytical skills to review program logistics
Flexible schedule allowing for attendance at programs which occur outside of standard working hours including nights and weekend
Substantial destination experience
Strong leadership skills to drive company both financially and operationally

Must live by and uphold UV's Core Values:

Positive Attitude - We are passionate and excited about what we do. It shows in the supportive and encouraging ways we treat each other and our clients. We are always approachable, accessible and receptive. Clients are comfortable working and collaborating with us - we are their trusted resource.

Accountability - We take personal responsibility for our actions and we deliver on our commitments. Everyone is responsible for satisfying our clients, driving new sales, ensuring success and maintaining the highest levels of ethical standards.

Creativity - We provide our clients with unique and imaginative solutions through our resourcefulness, experience and relationships.

Flexibility - Change is inevitable. We demonstrate our ability to adapt to changes swiftly and efficiently.

Proactive - We are always thinking ahead on behalf of our clients, providing the answer before they can even ask the question. We are anticipatory - striving to exceed expectations and avoid unnecessary difficulties.

Growth - We are committed to growth personally, professionally and for the company as a whole.

As part of our application process, we ask that you complete the following assessment.

<https://assess.predictiveindex.com/oi/ultimate>

In addition, please submit your resume and a cover letter that includes your salary history and current requirements to Beverly Brin, DMCP, beverly@uvdmc.com.