

# HYROX

## Operations Manager I North America

HYROX - The World Series of Fitness Racing is a global sports event series, which was founded in Germany in 2017. In our current 24/25 season we have grown into a global movement spanning 5 continents.

### THE ROLE

We are looking for an **Operations Manager (m/f/d)** to join our growing team in North America **full-time!**

Your role will be central to ensuring our events in North America are executed with precision, enhancing the HYROX brand and delivering exceptional experiences for our participants and spectators. The role requires being available to work onsite for all of our North American events. As a guideline, this will be approximately 14 events per season and will include work at weekends, nights and public holidays.

### KEY DUTIES & RESPONSIBILITIES

- **Logistics Planning:** Develop and implement comprehensive logistics plans, including load-in/load-out schedules and build-up/break-down timelines.
- **On-Site Coordination:** Supervise event setup and teardown processes & coordinating with production teams and vendors
- **Infrastructure Management:** Oversee the placement of stages, booths, and all other event infrastructure according to the approved venue map.
- **Team Leadership:** Manage and mentor event logistics staff, ensuring tasks are completed safely, on time, and within budget.
- **Health & Safety:** Oversee on-site safety, conduct risk assessments, and collaborate with Health & Safety Advisors as needed.
- **Communication:** Serve as a liaison between customers, vendors, project managers, and employees, ensuring smooth communication and problem-solving.
- **Travel & Accommodation:** Coordinate travel and accommodation arrangements for logistics crew.
- **Inventory & Warehouse Management:** Keep accurate records of inventory on the trucks and in the Warehouse to ensure timely and cost-effective replenishment.
- **Meetings & Site Visits:** Attend team meetings, pre- and post-event meetings, and site visits as required.
- **Freelance Recruitment:** Support the recruitment of freelance operational roles where necessary.
- **Event Evaluation:** Gather feedback from team members post-event to continuously improve our operations.

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- **Budget Management:** Monitor and manage event budgets, track payments, following up on invoices and ensure financial targets are met.
- **Kit Preparation:** Prepare the North American roadshow(s) between the seasons for the upcoming events to always ensure a high level of equipment quality.

## SKILLS & EXPERIENCE

- 3+ years in event operations or logistics coordination, preferably in an international environment.
- Proficiency in Excel, Word, Google Drive; experience with AutoCAD is desirable.
- Fluent English skills, additional languages are a plus.
- Proven experience in managing teams, with strong communication and mentoring abilities. A collaborative attitude and ability to work within a small, committed team.
- Organizational Skills: Exceptional time management, ability to multitask, prioritize, and work calmly under pressure. Excellent attention to detail.
- Proactive problem-solving and decision-making skills
- Driver's license, forklift/scissor lift license, first aid certificate.
- Willingness to travel and work outside regular office hours, including weekends and nights, is mandatory. We are a small team and there will be tasks that fall outside of the above key responsibilities.
- A keen interest in sports and a passion for event management.

## OUR OFFER

- Competitive pay based on experience level
- Attractive holiday & PTO plans
- Health insurance plan
- Retirement savings scheme
- Opportunity to work with a dynamic and passionate team in a growing global brand.
- Professional development and growth with the biggest current fitness trend
- Attractive office location in River North, Chicago IL.

**Interested?** Then we're looking forward to your online application. Just upload your CV (as .pdf) and answer a couple of short questions in our application form. Your contact is Katja Schimborski (HYROX People)

**[APPLY HERE](#)**

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