

Vacancy Club Manager – North Shore Squash Club



Are you known for your ability to get the best out of people and have a passion for the sports industry? Are you great at the front office bit, the customer service, marketing and membership side, but equally strong at keeping the back office on track?

The North Shore Squash Club is an award-winning Squash that features seven courts, gym, Pro Shop, bar/function room and kitchen.

We are looking for a full time Club Manager to start in early January 2019.

The role:

Key responsibilities will include but not limited to

- General administrator duties – including face to face enquires, incoming calls and emails
- Accounts P & L, budgeting and cash flow management
- Ability to work closely with the executive committee, staff, sponsors and contractors
- Knowledge of Microsoft Office, Excel, Outlook, Website management and social media platforms
- Understanding of squash tournaments

About You:

- Strong interpersonal skills – ability to relate well with people
- High level of accuracy and attention to detail
- Excellent organisation skills
- Self-motivated – able to set direction in consultation with the committee and execute on it independently
- Excellent oral and written communication skill
- Able to work flexible hours

Previous club management experience and experience in the squash administrator role an advantage. A sound knowledge of iSquash.

Applications close 12th December for a January 2019 start

Apply via SEEK <https://www.seek.co.nz/job/37852280?type=standout>