

## **OPERATION MANAGER**

The Sporting Club at The Bellevue is looking for passionate, highly motivated and effective individuals to join our Operations team at our new location in Voorhees, New Jersey.

**Operations Managers** are responsible for overseeing and managing the daily operational needs of the club, in addition to providing a mid-layer of management support to the General Manager. Operations Managers are responsible for ensuring that the facility remains clean, all incidents and maintenance issues are resolved, member issues are addressed and daily and ongoing projects are completed. In addition to ensuring that all club policies, procedures and expectations are met.

### **Key Responsibilities**

- \* Ensure that club is operating in accordance to established policies and procedures
- \* Ensure member/guest needs are met and addressed timely
- \* Oversee scheduled staff members
- \* Report and ensure that all incidents and maintenance issues are resolved

### **Experience and Education**

- \* Proficient use of computer hardware and software programs, including MS Office. Knowledge of CSI software a plus
- \* Strong interpersonal skills
- \* Excellent verbal and written communication skills, customer service focus and professionalism
- \* Excellent dependability and reliability
- \* Energetic, enthusiastic and motivational disposition
- \* Ability to work independently with little supervision
- \* Two or more years of experience in athletic club or hospitality related field preferred
- \* Bachelor's degree preferred
- \* Current CPR and First Aid certification
- \* Ability to work a flexible schedule including early mornings, late nights and weekends

We have both full-time and part-time positions available.

We are an Equal Opportunity Employer M/F/D/V

To apply for this position, please send your cover letter and resume to:

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