



Astropark Pitch Duty Manager - Tallaght

Astropark is Ireland's largest 5-a-side state-of-the-art floodlit astroturf football facility. At Astropark we offer the very best soccer leagues, recreational weekly bookings, corporate events, kids parties and camps, and great club training.

Astropark is an exciting, growing, and fast developing business that provides the best 5-a-side soccer experience in the country. We require an enthusiastic motivated Duty Manager to join a young dynamic team based in Astropark Tallaght. You will be based in a busy, fun and sporting environment dealing with customers of all ages that requires an outgoing personality and good interpersonal skills. If you think you can fit into the Astropark team sheet and get stuck into an exciting role with promotion possibilities, then please apply immediately.

Job Specification Outline:

- * Assist in management of all operations of the Pitch complex reporting to Senior Management
- * To provide a quality, effective and efficient service for 5-a-side customers
- * Increasing sales at Astropark by implementing the marketing/sales programme in relation to all Astropark products including: Leagues, Recreational *Bookings, Kids Birthday Parties, Kids Camps, Corporate Events.
- * Planning, organizing and implementing 5-a-side leagues, blitzes and other fun competitions including website updates
- * To ensure office & pitch procedures are followed according to the procedures manual
- * Assist in managing the membership system with several thousand registered members
- * Assist in management of cash/till/reconciliation systems
- * Assist in recruiting, training, appraising and motivating Staff

Ideal Candidate:

- * Essential - Computer Literate – experience with MRM an advantage, and a strong working knowledge of Microsoft Windows applications, including a strong understanding of database applications.
- * Essential – Target driven & ambitious in achieving results with a progressive company
- * Essential - Great communication skills with both customer and staff
- * Essential - Hard working, hands on and have the ability to lead by example, with great organizational skills and ability to multi-task and co-ordinate both staff and activities across multiple headings
- * Essential – supervision or team leading experience/management
- * Essential - Fluent English
- * Ideally - have a Leisure/Retail background with 2 years experience
- * Ideally - some sales/marketing experience

- * Ideally – 3rd level or leisure management qualification
- * Ideally - Full driving license

Please email CV's and cover letters to **mairona.finucane@astropark.ie**