

Astropark Assistant Manager - Coolock

Report to: General Manager, Sales/Marketing Manager & Head Office
Supervises: Duty Manager, Key Holding Staff, Part Time staff, Cleaner, Kitchen Chef, Car Park Attendant, Referees & Birthday Party Supervisors
Salary: Competitive + Benefits
Work Conditions: 40-hour week with one weekend a month rostered on.

General Responsibilities:

- Report to General Manager, Sales/Marketing Manager & Head Office
- Achieve KPI targets
- Implement Procedures Manual
- Provide leadership to all FT, PT & Referee staff
- Use your initiative to challenge yourself & all those around you to be achievers, and increase sales and bottom line at Astropark
- Work to a roster system, including week-ends

Astropark Management Responsibilities together with General Manager

- Manage and control the staff, business premises and equipment
- Select, hire, promote, suspend, dismiss, assign, supervise and discipline employees with the help of the General Manager
- Organise Roster - Determine and change starting times and finishing times
- Determine and change the size of, composition of, and qualification requirements of staff
- Keep close Control on Wage costs and other outgoing costs for the business
- Implement Company policies, procedures and practices
- Assign duties to employees in accordance with the needs and requirements to running the facilities
- Carry out all other functions of management
- Managing customer service and ensure high standards are maintained, dealing thoroughly with any complaints that are made
- Assist in delivering a range of Management reports to Operations Managers, Sales Manager, Accounts & Head Office
- Ensuring a Key Holding member of staff is on duty at all times
- Assist in interviewing/hiring process of new part-time staff
- Assist in training new part-time staff in all areas of Astropark work.
- Assist in managing and running marketing and sales programs. Promotion and Marketing of all Astropark Products, including Corporate Events, Block Bookings, Casual Bookings, Leagues, Tournaments, Camps, Birthday Parties, and any other Product Astropark Management implement
- Assist in planning, organizing, implementing and running each of these products outlined above
- To be entrusted with Opening & Closing Procedures and with cash responsibilities
- To be entrusted with Weekly cash reconciliations
- Maximize revenue potential at all time periods
- Manage the maintenance of pitches, buildings & site overall
- Reporting to weekly or bi-weekly management meetings

- Ensuring all parts of the procedure manual is implemented and reporting to Senior Management if breached
- Delegate fairly
- Recognize that an Astropark management position is a hands-on position
- Lead by example and never ask others to do what you are not prepared to do yourself
- Prioritise tasks when necessary
- Manage by objectives – usage and performance of Key Performance Indicators (KPI)

System

- Run all areas of the Pitch business reporting to Senior Management
- Increasing Sales and Volume
- Planning, organizing and implementing 5-a-side leagues
- Planning, organizing and implementing regular pitch bookings and pitch block bookings
- Directly involved in the planning and implementation of Sales initiatives and achieving results
- Managing the accounts of several thousand registered members
- Budgeting/Reconciliations and till cash handling & management

Ideal Candidate:

- Will have a strong Leisure/Retail background & should have at least 2 years experience in managing activities and dealing with sports/leisure minded people
- Will have Cash handling and Cash reconciliation experience
- Promote a friendly and welcoming atmosphere
- React on a timely basis to any issues that arise
- Some sales/marketing experience, with an emphasis on ability to implement the various sales/marketing programs
- Computer Literate – experience with a CRM system an advantage, and a strong working knowledge of Microsoft Windows applications, including a strong understanding of database applications
- Ambitious in achieving results with a progressive company
- Great communication skills with both customer and staff
- Will be 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

Please send you CV and cover letter to mairona.finucane@astropark.ie