
Resolute Athletic Complex: Assistant Manager

Resolute Athletic Complex, a premier indoor sports facility located in Columbus, OH is accepting resumes for an assistant facility and operations manager. Responsibilities include overseeing day-to-day business activities in the facility, assisting with league management, special event bookings, assisting with staff management, and other duties as assigned.

Assist with staff management:

- Assist in scheduling and supervising staff.
- Assist with training of front desk staff.

Involved in all front desk related activities including:

- Answer phones in a friendly manner and assist callers with a variety of questions.
- Assist customers with program registrations, sales, answering questions, etc.
- Check members into the system.
- Receive payments, team registrations, and booking field rentals.

Assist in the maintenance of the facility and ensure the facility is kept in a clean, sanitary and safe condition, including the fields, and all common areas. Work all special events and tournaments. Perform administrative duties and other miscellaneous projects and duties, as assigned. Ideal candidate is responsible, reliable, has excellent oral/written communication skills, and has proven ability in conflict-resolution situations. Prior experience managing people is required. Experience with league management and varied computer software in addition to a strong interest in sports is preferred. The assistant manager will work collaboratively with the league managers and other team members and will report to the facility operations manager. This is a full-time position requiring night and weekend availability.

Qualifications (Minimum):

- Associate or bachelor's degree in business, marketing, or recreation/sports management.
- 2+ years formal leadership experience and customer service experience
- Self-motivated, organized, able to work with minimal supervision, and complete work in a timely manner.
- Intermediate practical experience of computer skills, including Word, Excel and Gmail. Experience with EZ Facility a plus.

Please send resume to: info@resoluteac.com