



Vacancy

Club Manager – Royal Oak Racquets Club

Are you known as a self-starter, someone who can work independently and has the ability to get the best out of people. 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 Royal Oak Racquets Club is an award-winning Squash and Tennis Club that features five courts for each discipline, as well as a wide range of facilities such as a gym, swimming pool, Pro Shop, bar and kitchen.

We are looking for a Club Manager. The position is 30 hours a week. 20 hours a week will be working at the Club during peak times (3 – 8 pm). You'll need to have some flexibility with your hours to accommodate members' requirements and competition schedules.

Working closely with and reporting to the club's Executive Committee, this role is responsible for managing a wide and varied collection of tasks, including all member services, plus the facility, financial, and administrative activities of the club. This includes management of bar staff and contractor liaison, sponsorship & stakeholder management.

You'll need to have great leadership qualities, the ability to drive performance and change, and work with others to find solutions to the day to day administrative and membership challenges that arise.

We're looking for someone with loads of energy – a vibrant and positive personality and a passion for member satisfaction. You'll also have a sound understanding of budgeting, P&L and cashflow management, and be comfortable with MS Office, social media, and other web-based communications. Bar qualification LCQ or holding a Duty Managers license is a bonus.

If this sounds like you, please send your CV and a cover letter to office@royaloakracquets.co.nz. Applications close 6th April 2022.