



Resumes – email to [gm@redeemerdome.ca](mailto:gm@redeemerdome.ca) Only applicants to be interviewed will be contacted.

**JOB TITLE:**

Assistant Manager

**REPORTS TO:**

- Direct Supervisor: General Manager
- Indirect: CEO

**HOURS OF WORK:**

- Full and part time position that requires varied hours of work
- Will require later afternoon and early evening hours during program hours
- Will require adjusted hours dependant on programming and events

**JOB RESPONSIBILITIES**

- Recruitment of clients for the facility
- Management of customer utilizing the facility
- Collection of user fees
- Potential management of scheduling of facility and staffing
- Management and supervision of all safety and COVID-19 protocols when required
- Potential management and maintenance of social media programming

**ADMINISTRATION SUPPORT:**

- Obtaining and evaluating all appropriate information for handling the inquiries regarding the services supplied
- Dealing and interacting directly with customers either through telephone, electronically or face to face
- Perform all registration verifications and processing.
- Communicating and coordinating with the General Manager and CEO when applicable
- Other duties assigned by the General Manager and/or the CEO
- Administer discipline and/or handle confrontational situations

**KNOWLEDGE:**

- Community College, University, secondary students
- Proficiency in use of technology, including but not limited to Microsoft Office (Word, Excel, Power Point and Outlook and Google Docs

**SKILLS**

- Excellent interpersonal and communication skills are required
- Excellent personal computer, standard software applications are required
- Quick learner who can work well with others and independently
- Trustworthy and reliable