



**NJBC**

New Jersey Badminton Club

**Description:**

New Jersey Badminton Club is currently looking for **Club Manager** to be responsible for the overall club management. The ideal candidate will be able to perform multitasking, have exceptional customer-oriented mentality, and comfortable to deal with all issues that raised from customers or staffs. This is an exciting management opportunity to become a part of the fastest growing club in the badminton industry!

**Club Manager will be trained in all duties and aspects of a Club Manager including:**

- Help new and existing students/members sign-up for training classes. Coordinate and manage students' training schedule.
- Arrange players/ courts rotation during peak business hours.
- Facilitate clients at the front desk for walk-in (including cashier) and answer questions related to training and membership fees.
- Responding quickly to customer and associate needs such like selling badminton products (rackets, shoes, shuttlecocks, grips) and stringing services.
- Answer phones, IM and emails in a timely manner and assist callers with a variety of questions.
- Prepare, draft and promote marketing campaigns.

**What We're Looking For**

- Requires evening working availability on weekdays and fulltime on weekends.
- Must have "Can Do" mentality and take full responsibility on overall club operations.
- Nice and easy-going person that can deal with customer patiently.
- Must have working level computer skills including Microsoft Excel, Word and Outlook.

**Preferred Qualifications**

- Candidates will have the most success if they have a 6~12 months background in business or club/retail management.

**Language:** English, Chinese (preferred, not required)

**Job Type:** Full-time/Part-time

**Working Schedule:** Mon to Fri: 5:30PM-10:30PM, Sat/Sun: 9AM-10:00PM

**If you are interested in this opportunity, please forward your resume to [NJBC.INFO@gmail.com](mailto:NJBC.INFO@gmail.com)**