

Job Posting



Job Description

Job Grade : **Administrator (Full-time)**

Reporting to : **Operation Manager**

Responsibilities:

- You will plan, organise and control all administrative, finance and personnel functions of the Gymnastics School.
- Key responsibilities shall include Office, Front Desk, Gym School Operation and Management

Requirements:

- Candidate must possess at least a Higher secondary/Pre-U/A level/College, Professional Certificate, of any field.
- At least 3 years of working experience in service/hospitality industry, including direct experience in managing Front Desk Service Quality initiatives.
- Excellent verbal & written communication as well as good interpersonal skills.
- Experience in Club Operation will be an advantage.
- Must possess strong leadership, strong administrative and coordination ability
- Well organised, meticulous as well as good time management
- A proactive team player with the ability to work independently in challenging timelines
- 6 days (need to work in one of the weekend)

Please email your resume to: administrator@bazgym.com

Website: www.bazgym.com
