

Better people achieving more

Job Advert

Bookings & Administration Assistant (National Squash Centre & Regional Arena)

Bookings and Admin Assistant

Based: National Squash Centre & Manchester Regional Arena

Salary: From £19,334 per annum (39 hours per week)

GLL is looking for a bookings and administration assistant based at The National Squash Centre & Manchester Regional Arena. This role will handle all booking requests for the centres varied facility mix, including an indoor athletics arena, outdoor athletics arena, seven squash courts and several meeting room spaces. The centre is also host to several of UK sports National Governing Bodies and you will need to deliver an efficient service to our tenant partners with their booking needs.

Working in a busy leisure centre/gym environment, you'll undertake general administration tasks such as answering email, face-to-face and telephone enquiries from members of the public, local schools and our various partners as well as supporting the wider team in the building. This is a key role that will provide essential help during our busiest periods, so you'll need to be well organised, friendly, helpful, approachable and be willing to help with everything from taking bookings and answering phones to organising sports coaches and instructors to run lessons and sessions.

You'll have experience in general administration and have great communication and interpersonal skills as you'll be dealing with a diverse range of people. You'll also have a good understanding of IT packages such as Microsoft Office. Time management will be important as will working well under pressure whilst still maintaining accuracy in all that you do.

In return, we offer a range of benefits that you'd expect from the UK's largest leisure provider:

- £ Pension schemes
- £ Ride to work scheme
- £ Discounted membership at our leisure centres
- £ The opportunity to join the GLL Society and have a say in how we're run, plus associated social events
- £ Career pathways
- £ Ongoing training and development to help you to be the best

If you have the passion and skills for this role, apply now.

All pay rates are subject to skills, experience, qualifications and location. To be shortlisted for the role, internal applicants will need to demonstrate their commitment to GLL by becoming a Society member where eligible.

GLL is an equal opportunities employer.

Vacancy ID :	088862	Contact Person :	Craig Webster
Contact Email :	craig.webster@gll.org	Closing Date :	31-Jul-2021
Salary :	From £19,334 per annum (39 hours per week)		

Better people achieving more

Job Advert

Assistant Manager(National Squash Centre & Regional Arena)

Assistant Manager

Based:National Squash Centre & Manchester Regional Arena

Salary: From £24,204 per annum (39 hours per week)

GLL is looking for an Assistant Manager based at The National Squash Centre & Regional Arena in Manchester

If you have the passion, talent and ambition to be an Assistant Manager, there's never been a more exciting time to progress with GLL. This is more than a management role & it's a career. Supporting the smooth running of a leisure centre, you'll ensure the health, safety and enjoyment of customers and colleagues alike.

There's no such thing as a typical day as an Assistant Manager. That's what makes this hands-on role so special. Here, you could be doing anything from producing reports, launching a new lesson or course, facilitating elite training squads or advising Duty Managers and ensuring compliance with health, safety and fire procedures, to inspiring your team to be the best they can be.

As Assistant Manager, you'll need to be on the ball with all aspects of your centre, area and the leisure industry as a whole & from managing teams to consumer trends. So, if you're ready to go the extra mile, in return, we'll develop and train you to sharpen your skills in this diverse Assistant Manager role.

Highly organised with budgeting skills and a can-do attitude, you'll be a fast learner who's focused on customer care. Written and verbal communication skills will be vital too, as you build relationships with customers, colleagues and contractors. We're also looking for an Assistant Manager with a leisure degree or equivalent experience, NPLQ, PPO (desirable), Pool Management Qualification, FAAW deep knowledge of leisure centre operations and a track record of managing in a busy wet/dry leisure centre.

In return, we offer a range of benefits that you'd expect from the UK's largest leisure provider:

- £ Pension schemes
 - £ Ride to work scheme
 - £ Discounted membership at our leisure centres
 - £ The opportunity to join the GLL Society and have a say in how we're run plus associated social events
 - £ Career pathways
 - £ Ongoing training and development to help you to be the best
- If you have the passion and skills for this role, apply now.

All pay rates are subject to skills, experience, qualifications and location.

To be shortlisted for the role, internal applicants will need to demonstrate their commitment to GLL by becoming a Society member where eligible.

GLL is an equal opportunities employer.

Vacancy ID : 088863

Contact Email : Craig.webster@gll.org

Salary : From £24,204

Contact Person : Craig Webster

Closing Date : 31-Jul-2021