

Assistant Manager Overview



Job Title	Assistant Manager
Report Location	230 Nantucket Blvd Unit 1, Toronto, Ontario
Company Overview	<p>Afterburn Performance Fitness started in 2014 as a facility dedicated to the provision of leading off-season training resources for paddling athletes. Since then it has strengthened this position, developed a strong powerlifting community and now provides a home for freelance personal trainers. Afterburn during the pandemic has diversified into several new businesses including Afterburn Basics (Our fitness equipment sales) and Volksboot (outrigger canoe sales). The manager will be a key part on building on these new businesses.</p>
Hours	Flexible, priority to weekends. Some work may be done remotely. Hours can range from minimum 8 to 20 hours maximum
Job Description	<p>The manager will support the owner primarily on the strategic direction of the business and administration of dragon boat and member services. The candidate should demonstrate a strong sense of ownership and accountability in the business and the willingness to make it better. The responsibilities will be refined based on the goals of the candidate.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none">• Primary<ul style="list-style-type: none">○ Business Administration<ul style="list-style-type: none">▪ provide personable, engaging services (New sign ups, waivers, follow-up)▪ Develop rapport with coaches, team's partners and members to understand their needs and advise the owner of opportunities/ challenges to make the gym better▪ Administer the Afterburn general email to ensure all emails are responded to within 12 hours○ Media Development<ul style="list-style-type: none">▪ Monitor, Create content for Instagram, Facebook, Twitter and any other social media platforms▪ Create Internal and External media (posters, flyers for inside and outside the gym)▪ Update website○ Facility Maintenance (when needed)<ul style="list-style-type: none">▪ Ensure overall cleanliness of the facility▪ Throw out garbage into bin▪ Check Washrooms (refill tissue, soap, mop and wipe where necessary)▪ Vacuum entryway and changerooms (spot mop if required)▪ Feedback and escalate issues as needed• Secondly<ul style="list-style-type: none">○ Support Asst. Manager to Administer membership services (New Sign ups, Renewals, questions)○ Process Partner Billings○ Back up to Ensure timely payment from members, partners and teams.

- Check equipment in facility, track people who don't put away weights with security cameras

Job Requirements

- Demonstrate a strong desire to OWN the business. Place yourself in the owner's shoes and find ways to do things better through listening, learning and executing with excellence
- Detailed oriented and quick to understand and apply new concepts, and be able to manage several ongoing issues and projects concurrently while meeting deadlines.
- Demonstrate excellent written and verbal communication skills with the ability to communicate clearly and motivate others
- Self-Starter
- Must be able to work autonomously with minimal supervision

Remuneration

- Payment frequency is monthly, hourly wage contingent on qualifications of applicant.

