

General Manager Overview



Job Title	Assistant General Manager
Report Location	230 Nantucket Blvd Unit 1, Toronto, Ontario
Company Overview	<p>Afterburn Performance Fitness Inc. is a strength and conditioning facility that brings together athletes who are focused on never settling for less than the best when it comes to the tools and community needed to achieve their goals. We do this by focusing on providing a facility and programming that promotes purposeful, efficient, effective and sustainable training in a team-based training facility to help people stay fit and healthy for life. We provide premium athletic training principles and a comprehensive equipment suite formerly reserved for professional athletes to our facility. Originally opened to service the needs of paddlers across Ontario, we've since then grown to provide a home for one of the strongest powerlifting clubs and athletes in the world. We have been ranked top 10 unconventional fitness facility and top 10 in Scarborough by blogto and featured multiple times by most major news outlets.</p>
Hours	37.5 hours per week, flexible shifts, with a mixture during the day, evening and weekends and some option for remote work
Job Description	<p>This role is all about supporting our community and seeing them succeed in health, sport and life which means the ability to build relationships are key to the success in this role. Secondly is being able to act on the learned needs of our community by applying our values of purpose, efficiency, effectiveness, sustainability and community to those solutions. The successful candidate will be a relationship builder, solution provider and possess an entrepreneurial mindset. They will work under the direct guidance of the owner and gradually fill all the duties of the owner.</p> <p>Marketing</p> <ul style="list-style-type: none">○ Manage internal and external communication channels to inform and market various campaigns, events and initiatives

- Channels includes but are not limited to email, facebook, instagram, internet and print media
 - Generate content, run campaigns
- Advise and execute on pricing of various products and services
- Develop and promote new products and services to best meet the needs of our community
- Organize and promote facility through events run internally and by other organizations

Operations

- Ensure a professional, clean and functional space for our community
- Oversee regular maintenance of fitness equipment and facility to ensure function and safety
- Advise on equipment replacement and/or new equipment required
- Look for opportunities to reduce costs
- Finance
 - Perform regular accounting functions, such as payroll, regular financial reporting and financial book closing at end of year

Human resources

- Advise on staffing needs including health care professionals, search and hire accordingly

Job

Requirements

- First Aid/CPR
- Background in either fitness and wellness industry or at an organizational/ management level for any sporting organization and/or some business background
- Demonstrated 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
- Detail oriented and quick to understand and apply new concepts
- 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
- Must be able to work autonomously with minimal supervision
- Have the ability to tackle big questions analytically

- Internally motivated to outperform and see others grow
- Ability to use or direct others to use graphic tools to create informative and engaging content for various communication mediums
- Completion of case study

Benefits

- \$52,000 per annum and performance bonus
- Gym Membership
- Paid Vacation