



JOB DESCRIPTION – SPORTS & RECREATION OFFICER

Reporting to: Senior / Sports & Recreation Manager

Job Functions & Summary:

Provide quality customer service duties to Club members and guests. Attend to members' and guests' inquiries on the phone and face to face. Supply information regarding the Club and all the facilities to members and guests. Working across all areas in recreation including, Gym, Sports, Swimming and Lifestyle. Providing excellent customer service.

Job Roles & Responsibilities:

- Create and update existing recreational lessons for publication materials.
- Assist members in recreational program registrations and cancelations.
- Maintain a clean and safe working environment.
- Assist in supporting social events/activities for members.
- Answer incoming calls and attend to enquiries on recreational matters.
- Tabulate and generate monthly invoices and billings for all recreational.
- Issue towels, locker keys and manage the bookings of the recreational activities.
- Ensure the day-to-day operation run smoothly and is operated in an efficient manner in compliance with the Club's Rules and Bye-Laws.
- Ensure that all facilities, and equipment are maintained and serviced to the best possible condition according to the planned schedules. According to specification prior to any tournaments or competitions.
- Any other duties that may be assigned from time to time.