



## **Office Manager**

The Office Manager will serve as a key component in the day to day operations and organization of all front end and administration duties. This position requires a highly motivated and organized individual. The Front Office Manager will be responsible for scheduling events, lessons, and group functions for customers and instructors of the All American Baseball Center. This candidate will work closely with the General Manager, Director of Baseball Operations and the Director of Business Development to ensure the continued success of the business.

### **Requirements**

- Basic computer skills (with proficiency in Microsoft Word and Excel) and the ability to learn scheduling software.
- Must be able to operate a computer based point of sales system and register.
- The ability to answer and direct incoming calls in a polite, enthusiastic and efficient manner
- Must have *excellent* communication skills.
- This candidate must demonstrate the ability to effectively communicate with staff and customers.
- A strong ability to communicate with both adults and children.
- The candidate must be capable of understanding every aspect of our business and able to clearly communicate our message to customers.
- Must have a professional, clean cut appearance.

I acknowledge and understand the position of Office Manager at the All American Baseball Center LLC, and understand that my job description shall not exclusively be limited to the above attached description. I acknowledge the expectations of this position and understand that I must make a whole hearted effort to complete my responsibilities and promote the development and success of the All American Baseball Center LLC. I understand that the All American Baseball Center LLC has a zero tolerance for alcohol, drug and tobacco use and/or abuse. I fully understand that failure to comply with the above stated description and guidelines will result in my termination from the aforementioned position.

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Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of General Manager

