



GENERAL MANAGER

SquashRx seeks an independent and motivated candidate to oversee and improve our operations in the following areas:

Communications

- Be the primary point of contact for customer inquiries and track the conversion of leads to new clients
- Assist head squash professional in organizing, scheduling, and promoting our instructional programs

Marketing

- Create content for our website and social media channels
- Assemble our newsletter and other group communications

Facilities, Merchandise, and Programming

- Coordinate with contractors to ensure consistent, quality maintenance and oversee occasional repairs and improvements
- Monitor the functioning of our reservation and access systems
- Oversee the successful operation of our rental program and assist in the administration of our league
- Order and track inventory
- Establish, maintain, and train staff in the use of a point-of-sale system

SKILLS REQUIRED

- Excellent oral and written communication skills
- Strong organizational skills
- Computer skills including Google Suite
- Ability to work independently and manage a broad range of responsibilities
- Familiarity with racquet sports and/or fitness industry is a plus

COMPENSATION \$60k plus incentives and benefits

SQUASHRX provides squash programming and facilities management in New York City. We have a dedicated team of professional coaches that runs instructional programs for children and adults. We operate the only 2 full-service squash facilities in New York City where anyone can play squash -- no membership required.

Interested candidates: please send a resume and cover letter to Brian Mathias: brian@squashrx.com. All candidates must be legally authorized to work in the United States.

SquashRx hires qualified candidates without regard to sex, race, color, religion, age, national origin, disability, sexual orientation, or marital status.