

Centre Manager Jobs In Abu Dhabi | RTC1 Recruitment Services

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Job Description

Position Title:Centre Manager

Employment Type:Full Time

Salary:up to 18K AED all-inclusive depending on experience and qualifications

Job Location:Abu Dhabi, UAE

About the Client:

A prominent group based in Abu Dhabi, with international collaboration and successful track records in the areas of F&B, Retail and Entertainment.

Job Description:

Exceed the operating profit as projected with your General Manager for your location by maintaining floor occupancy levels above 85% as well as by assisting client in settling in and prompt query resolution within 24 hours.

Manage people by assisting with recruitment and training of team members and working with Marketing team for events and guest speakers.

Keep CRM up to date with correct sales notice details & Agreements uploaded along with all sales opportunities as per the system standards.

Handle finance such as reviewing monthly profit and loss statements, ensuring precise charging

and invoice issuance, accurately recording payments, and timely collection of payments. Manage overall aspects of operations such as execution of signed Agreements with clients, recording rents and rent reviews, ensuring floor equipment is maintained, coordinating with Cloud Spaces IT for record and equipment upkeep, and attending at least one networking event per month.

Skills

Qualifications:

28 to 40 years old and below

Minimum 5 years of UAE experience in the similar role

With relevant experience in a management level from a co-working space industry, hospitality or similar

With experience in sales or business development

Immediate joiners are preferable.

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