

JOB DESCRIPTION

JOB TITLE:	Operations Support Manager
BASED AT:	Luton Office

1. JOB DETAILS

1.1 Responsible To	Director of Leisure
1.2 Subordinates	Leisure Administrator
1.3 Working Hours	1.3.1 Start 09:30. Finish 17:30
	1.3.2 Working week is Monday to Friday inclusive
1.4 Remuneration	
1.5 Benefits	Allowable Expenses when working away from home, including mileage allowance if and when you are. Company laptop included. Business calls to be expensed
1.6 Holiday	1.6.1 All Public Holidays
	1.6.2 20 days per annum excluding the Christmas break

2. JOB SUMMARY

Develop and grow TEDLeisure activity packages. Meet new, potential clients. Create new concept ideas and follow through to completion. Train in new activity packages to relevant clients. Provide on going support to clients. Work with TEDRetail to ensure the correct standard of product is purchased.

3. KEY TASKS

3.1 Sales	Generate income by creating bespoke concepts for current/new clients
3.2 Profit	To maximise profit by whatever legitimate means necessary.
3.3 Stock Control	Work with TEDRetail to ensure that sufficient levels of stock are maintained for relevant products and to sell-off excess stock as and when necessary by means of sales-promotions.
3.4 Delivery	Liaise with TEDRetail to ensure that goods from all sales orders and sports packages are delivered on time and to the correct destinations
3.5 Client & Supplier Liaison	Generate a rapport with Clients and Suppliers and ensure that TEDLeisure delivers an excellent standard of service at all times