



Business Manager

All-Star Baseball Academy (ASBA) is currently accepting resumes for full-time Business Managers at several of our locations.

Founded in 1998, All-Star Baseball Academy is a well-respected, national leader in the baseball training field, with a focus on mentoring young players and emphasizing the benefits of hard work, commitment, and excellent training routines. ASBA offers both individual and team training at all of our locations for players 5 to 18 years of age.

ASBA has grown from a single location to five locations in Chester, Delaware and Bucks counties of PA, as well as Cherry Hill, NJ. As a result of our expansion and continued success, ASBA is seeking focused candidates who are driven to succeed in a team-oriented environment.

Duties and Responsibilities:

Achieve required results (R2) as set by regional manager. R2 for this position is based on lessons per month and achievement of sales activities within facility including lessons, programs, clinics, camps, teams, and special events. •Track quality performance of all facility and baseball operations including lessons, programs, clinics, etc. •Oversee weekly facility meetings with staff. •Attend weekly Business Manager meeting to report R2 to Regional Manager. •Assist with staff scheduling including scheduling of lessons, programs, rentals and team practices using scheduling software. •Create facility calendar of events •Manage approved budget (i.e. Business supplies, equipment, uniforms and the management of purchase order) •Responsible for day to day employment relations activity including training, hiring/firing, employee development, disciplinary actions, and performance evaluations. •Responsible for all Academy financial activities including: QuickBooks, receivables for events, lessons, programs, camps, deposits for facility income, transfers, reconciliation of daily sales log, weekly and monthly accounting and bookkeeping, credit memos, refund policy, reimbursement forms, AMEX activity and budget •Ensures customer service experience is above established expectations to retain clients. •Grow and maintain ASBA client base through various promotional activities including: little league meetings, board meeting presentations, team presentations, coach's clinics, and player clinics.

Requirements:

- Bachelor's degree
- Baseball experience preferred, but not required
- Strong desire to succeed
- Strong work ethic
- Exceptional communication skills
- Hours are 40+ per week, including evenings and weekends

Compensation:

- Competitive salary, Health and Dental Benefits, 401k

To apply, please email your resume and cover letter to resume@allstarbaseballacademy.com