

## Job Description

Position Title	Coordinator, Health & Wellness
Department	Health & Wellness
Reporting To	Manager, Health & Wellness
Type of Position	Contractual – 6 Days a Week – 9 AM – 8 PM (Monday – Friday & Working Saturday) (10 AM – 6 PM) Non-Working Saturday

### POSITION DESCRIPTION

The candidate should be prompt, courteous & neat during work hours. The candidate will be responsible for front desk and administrative duties as well as overseeing the maintenance of the gym & swimming facilities. The candidate will also be responsible for generating reports including but not limited to store, gym & sports equipment inventory, gym & swimming pool members and its usage, locker issuance to students as well as lost & found items.

### DUTIES AND RESPONSIBILITIES

#### Managing gym Front Desk

- ✓ Maintaining gym & swimming pool membership data and record and check membership status of users
- ✓ Controlling the access of users of gym & swimming pool in coordination with access control dept.
- ✓ Issuing lockers to students whilst maintaining record
- ✓ Managing the disposal of lost & found items

#### Repair & Maintenance of Health & Wellness facilities

- ✓ Overseeing the care, repair & maintenance of equipment & facilities
- ✓ Working with external vendors for equipment repair & maintenance
- ✓ Coordinating & establishing relationship with other internal departments for completion of relevant duties

#### Inventory Management of Sports & Recreation

- ✓ Maintaining inventory of store items & sports equipment
- ✓ Analyzing stock levels and recommending supplies to be purchased in coordination with the sports coach/ coordinator

#### Generating & Maintaining monthly reports

- ✓ Creating monthly reports of gym & swimming pool usage
- ✓ Generating inventory reports
- ✓ Developing gym & swimming pool membership reports
- ✓ Supervising the office boy with tasks assigned
- ✓ Assisting the manager in overall duties related to the office of health & wellness
- ✓ Coordinating with the sports coach/ coordinator in sports related duties
- ✓ Performing any other tasks assigned by Manager Health & Wellness

### REQUIRED JOB SPECIFICATIONS

Required Qualification	✓ Bachelor's degree
Required Experience	✓ At least 3 years' of experience directly related to the duties and responsibilities specified.

### REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

S#	Competency	Criticality (High / Low / Medium)
1.	Interpersonal and Communication skills	High
2.	Organizational Skills	High
3.	Computer Skills (Knowledge of MS Office, Outlook)	High
4.	Ability to foster a cooperative work environment	Medium