



Assistant Inside Manager

The Gateway Kartplex is looking for an energetic Assistant Inside Manager with excellent leadership skills and a high standard for customer service. It is our goal to deliver a safe, first-class high-performance experience for our customers.

The AIM will report to the General Manager and will assist in all facets of the facility operations. This is a leadership position that is a fast paced and directs the daily operations of the Kartplex.

The AIM must possess the following qualities:

- Passionate about the racing
- Strong interpersonal skills and conflict resolution abilities
- Strong planning and organizational skills industry
- Excellent communication skills
- Strong analytical/problem solving skills
- Exceptional leadership and team building capability
- Computer and social media literacy preferred
- Ability to multitask and work with minimal supervision
- Customer service or retail experience preferred
- Responsible, punctual, and presentable

The AIM would be responsible for overseeing:

- The completion of all opening and closing procedures
- Point of sale operations
- Daily audit and reconciliation of sales
- Inventory control and reports
- League and race day operations
- Help manage corporate and private events
- Monitoring social media sites

Work schedule availability must be flexible:

- Evenings, weekends, and holidays are required

Education Requirements:

- Minimum High school diploma or G.E.D preferred
- College graduate or some college attendance working toward a degree is preferred
- Social media experience helpful, but not required