



sportizza
talent manage talents sdn bhd

OPERATION

1. Integrity is utmost important as you should have a good working relationship with all relevant parties involved in our business dealing with SPORTIZZA SB. The parties in this context hereby refer to the customers at large, Management, Board of Directors, suppliers, contractors, and others whom we have business dealing with.
2. Responsible for the booking system operation at the sports center.
3. Manage the operation to ensure booking is occupy daily.
4. Responsible for the cleanliness of reception area, courts and café.
5. Prepare accurate daily account closing.
6. Assist in promotion, marketing, sales and other general sports shop operation.
7. Perform any other job-related duties requested by the management.
8. Inform management and compile reports/summaries of activity areas.
9. Functioning in accordance with established standards, procedures and applicable laws.
10. Protects organization's value by keeping information confidential.
11. Assist your reporting Manager in all matters base on the company business requirements.
12. The immediate line of the report is to the Supervisor and Manager.

SPORTIZZA SDN BHD (1268895-M)

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