



ORIGINS BRAZILIAN JIU-JITSU SCHOOL

LIMITED



#JOB-2410682



ORIGINS BRAZILIAN JIU JITSU SC, UNIT 1,

Summer St, Limerick, Co. Limerick, V94 P662



No of positions : 1



Paid Position



40 hours per week



34000.00 Euro Annually



04/09/2025



02/10/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : originsbjirl@gmail.com



Open your camera
app & point here
to view this ad
online



Administrative Manager / Office Manager

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Responsible for overseeing all administrative and operational aspects of a martial arts academy, ensuring smooth daily operations and high levels of customer satisfaction.

Key Responsibilities:

- Manage scheduling of classes, instructors, and facility use
- Supervise admin staff and liaise with coaching team
- Oversee client registrations, renewals, and payment processes
- Handle invoicing, budgeting, and financial records
- Ensure health and safety compliance
- Liaise with suppliers and external providers
- Support marketing campaigns (e.g., social media)
- Implement procedures and monitor KPIs

Requirements:

- At least 2 years' experience in administration or management
- Strong organizational and communication skills
- Proficient in Microsoft Office and scheduling tools
- Ability to work independently
- Experience in customer-facing roles is a plus
- Business-related qualification preferred

- **Sector:** arts, entertainment and recreation

Career Level

- Experienced [Non-Managerial]