



Our Mission: To help every athlete reach his or her full athletic potential, regardless of gender, limitation, sport, or natural ability.

ABOUT THE COMPANY

Michael Johnson Performance is a multi-faceted organization providing training and performance-related services to the sports industry.

TITLE

General Manager

SUPERVISOR

Vice President

COMPANY CORE VALUES

Athlete Centered
Excellence
Teamwork
Integrity
Innovation

All Actions are for the benefit of our athletes
We strive to be better than we were yesterday
We are better together than we are alone
We do what we say, and we are upfront and honest
We are always learning, and we embrace technology

POSITION OVERVIEW

The primary role of the MJP General Manager is to ensure operational success for the organization while working with all departments in the organization. The General Manager will oversee the management of accounting systems, reconciling of revenue and expenses while ensuring adherence to budgets. The MJP General Manager will also be responsible for managing all physical aspects of the facility, equipment, oversight of business systems and hardware, supplies, retail sales, and support the management of staff. The General Manager will also manage all human resource functions for the organization and ensure staff adherence to company policies, standards, and processes. The General Manager is a member of MJP Headquarters and collaborates with all other departments within the company.

ROLE

The MJP General Manager is required to execute successfully in the following areas of the MJP brand:

- Manage all operational functions and processes for the organization
- Manage all financial aspects of the organization
- Manage all human resources functions
- Manage staff
- Manage company policies, processes, standards, and adherence, including creation and updates
- Ensure budget adherence and assist in monthly, quarterly, annual reporting and planning
- Provide leadership with a focus on policy creation, implementation, training, and skill development



ESSENTIAL RESPONSIBILITIES

- Manage annual department budgets
- Reconcile accounts receivable/payable, and process payroll
- Manage CRM software, accounting software, and bank accounts
- Manage Front desk and facilities staff
- Develop, manage and ensure adherence to organization policies, processes, and standards, Implementing updates and overseeing the certification of staff
- Manage facility, equipment, vehicles, and supplies, ensuring adherence to organizational standards
- Perform all Human Resources duties
- Administer employee benefits and provide support
- Cooperate with all departments – establish the role as a resource for essential information and support
- Support the planning and execution of company and department goals
- Train, develop, and ensure accountability of staff
- Support the hiring, training, discipline, performance, and termination of staff as required
- Oversee maintenance and repairs for facility and equipment
- Support department staffing needs

SKILLS, KNOWLEDGE & ABILITIES

- Strong planning and analytical skills to focus on budget and streamlining of processes
- Positive Attitude, strong work ethic, passion for sports
- Attention to detail
- Excellent organizational, communication, and presentation skills
- Ability to enforce standards/accountability and cultivate an environment that inspires employees to succeed
- Ability to enforce company policies and standards among department staff
- Ability to learn quickly



QUALIFICATIONS

- 3-5 years' experience in management
- 3-5 years' experience in operations
- 4-year college degree
- Prior budgeting experience, P&L oversight
- Experience in sports, fitness
- Experience in HR

JOB TYPE

- Full Time; Average of 50+ hours per week; nights and weekends as needed based on the demands of the position

COMPENSATION

A salary of \$45,000 – \$50,000.00 depending on experience
PTO
Medical Coverage
Optional Dental, Vision, Life Coverage
401K

HOW TO APPLY

Interested candidates should submit their resumes and cover letters to:
humanresources@michaeljohnsonperformance.com

EQUAL OPPORTUNITY EMPLOYER

MJP is an equal opportunity employer. All candidates will receive consideration with no consideration to race, religion, national origin, gender, age, disability, or any status protected under local, state, and federal laws.