

Job Description

Location: Rewari, Haryana.

Experience: 2-5 years.

Essential Duties and Key Responsibilities

- To oversee the management of the day to day activities of the cinemas.
- To support the business manager in driving daily retail profitability by maximizing RPH & minimizing shrinkage and wastage.
- To pro-actively manage operational costs on a day-to-day basis. Support the business manager in the effective management of controllable costs, third party contractors and team members.
- To plan, perform and manage operational tasks within the cinema.
- To continually give feedback to the business manager and colleagues' ways in which Cinema Operations could be improved and to always champion the needs of the guest and team members
- To maximize the performance of all employees by team work, motivation and effective coaching and performance management.
- Undertaking administrative tasks, setting shift rotas and organizing staff remuneration.
- To propose and prepare in conjunction with the film booking department, performance schedule plan to meet business plan objectives.
- To drive daily retail profitability by maximizing RPH & minimizing shrinkage and wastage.
- Ensure the cinemas meets set audience targets each week/period.

Qualifications

- Minimum 3 years in Cinema operations management
- Excellent customer relationship and management
- Must be a good Team player with excellent ability to multi-tasking and able to adapt to varying situations.
- He/ She must have the ability to keep abreast of the trend in this field of expertise and make practical application of specialized knowledge in everyday situation.
- Must have a deep understanding of Health and Safety
- Excellent report writing and presentation skills
- Good Microsoft Office, excel and power point usage

Additional Information

- Job knowledge
- Customer Relation Skills
- Negotiation & Networking Skills
- Personal Credibility
- Planning and Organizational Skills
- Communication Skills
- Analytical skills