



Dive Centre Manager

Hours: Full Time (5 days per week, including weekends as required)

Salary: According to skills and experience

Location: Dahab, South Sinai, Egypt

Scuba Seekers is a well-known, busy and successful PADI 5 Star IDC centre, TDI/SDI Instructor development centre, IANTD Sliver facility and GUE Dive centre. One of Dive Magazine's 2020 Top Ten dive centres worldwide, Scuba Seekers provide recreational and technical diving at all levels and with training for several dive agencies. Scuba Seekers offers classes at all levels starting with Open Water all the way to Advanced Trimix Instructor. The centre offers daily shore diving with the option of daily boat dives and live-aboard safari services depending on the requirements of each customer. In addition, Scuba Seekers prides itself on its environmental credentials, being Green Fins accredited, and part of the worldwide Ghost Diving network.

The Centre Manager is a key member of the company's leadership team, leading the centre to deliver excellent and safe customer experiences and service through the efficient management and oversight of daily dive operations, retail sales, hospitality opportunities, delivery of all marketing and promotion activity and all other aspects of the customer journey. This includes responsibility for accurate dive related and equipment record-keeping, customer invoicing and managing those aspects of the centre's budget that have been delegated to the Centre Manager. In addition, the Centre Manager is responsible for the leadership and management of the various groups of dive instructors, administrative (counter) staff, compressor room teams and other staff.

Essential knowledge, skills, and experience:

- Sound commercial knowledge and understanding
- Fluent written and spoken English
- Active interest in the dive industry
- Excellent standards of numeracy and literacy
- Advanced experience of using Excel, Outlook, and Word.
- Internet and digital/social media awareness
- Customer Care skills
- Good understanding of Health & Safety, risk assessment
- Ability to deal confidently with range of people – customers, colleagues, officials

- Strong leadership qualities but must also be able to lead by example 'hands on' and work from own initiative.
- Follows and interprets guidelines with flair and imagination to the benefit of the business
- Evidence of the ability to combine a variety of different tasks at any one time.
- Good team player and aware of the big picture.
- Takes pride in high standards of presentation and has an eye for detail
- Ability to motivate themselves and act on own initiative
- Willingness to attend meetings/training courses
- Demands high standards of presentation and behaviour
- Minimum of two years management experience
- Experience working in high pressure, fast paced environment
- Proven management of employees (including reviewing performance)
- Good evidence of experience of direct planning, setting and management of budgets
- Can demonstrate a creative and innovative approach in a work environment
- Cash handling and use of financial reporting systems

Please note that Scuba Seekers is a non-smoking dive centre. For more information on our centre and work, please see our website www.scubaseekers.com, or look us up on social media @scubaseekers (Facebook and Instagram)

To apply please send a Covering Letter and CV to jobs@scubaseekers.com. Please send the documents in PDF format wherever possible. Applications received without both a covering letter and a CV may not be considered.