

Team & role: HeyClub Beijing / Global - Head of Operations

Job type: 50-100%

Last updated: March 4, 2014

Job location(s): Beijing / China

HeyOperator!

IN SHORT WORDS!

You'll make sure that the Team runs!

The Hey Head Of Operations handles day-to-day's @ Heyrobics, and will be the central go-to persons for Heyrobics Team (Instructors and Ambassadors) and Members! To some extent, you will also assist in serving the Heyrobics / HeyRunning club concept as it gets ready to expand into new cities and countries!

As HeyOperator, you'll display a great combo of positive attitude, sense of responsibility, humour, proactivity and leadership.

We run a big community of volunteers, staff and interns. From scheduling weekly workouts to figuring out who to add to the Heyrobics Team to making sure participants get their latest member cards, you will be the one making sure the internal operations work! Additional responsibilities will include being the main contact person for internal Team and Members, be in charge of the HeyOffice, and make sure our databases and various accounts are handled.

At your help, you will find & lead 1-3 interns - of whom you will recruit on an occasional basis - and assign them small and medium-sized tasks and projects!

The work is mainly daily between 10am and 6pm. As we run events on both evenings and weekends, your work will stretch to cover also these on an occasional basis.

Additional info about the position is filed in separate Job Description.

REQUIREMENTS!

Minimum Reqs!*

- * Awesome attitude, passion and creative mind
- * Great sense of responsibility, team-work and some leadership
- * Proficiency in English & Chinese
- * Interest in (but not necessarily any deep knowledge about) physical training & health

Compensation!

4-10.000. Exact compensation decided individually. All co-workers are awarded with basic benefits (training, gear, food/transport supply)! Enquire for more details!

* Despite giving you a lot of freedom, tools & headbands you need when joining as a HeyTeam Member, you do need the basic qualifications to work in the China for all our roles!



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APPLICATION TIME!

Ongoing! If you are interested or know a suitable person, please send an email with **CV & Personal letter** to beijing@heyrobics.com as soon as possible. Note that we will fill all roles as soon as we find the right person - so be quick!

For any questions about the roles, don't hesitate to contact us!

SKILL SETS!

To let us know a little extra about you feel free to let us know if you have any knowledge of below areas of competence! And if so, write it as an extra comment in your application email!

1. Communication / Marketing!

- Social media (Fan pages for Weibo, WeChat, Instagram, Facebook, video sites)
- Texts (creating text content for media, print & online)
- Marketing / Event planning & execution

2. Design!

- Creative Suite (InDesign / Illustrator / Photoshop)
- Keynote / iWork / Mac
- Web design (WordPress or other)

3. Photo / Video!

- Photoshop
- Final Cut Pro / Other video editing software

4. HeyEverywhere!

Other great skills not covered above or in my CV / Personal letter:

OUR TAKE ON SPORT!

At its core, marketing at Heyrobics starts and ends with a smile, with some sweat in-between, bringing together happiness and people training in unconventional ways. Our job is to demonstrate how Heyrobics' services can make the world a happier place - from the everyday to the epic. We approach exercise in a way that only Heyrobics can - redefining how "sport" should feel (we try to make people forget that they're exercising!), making the participant the priority, and ultimately, letting the workout smile for itself. With roots dating back to 1978, Heyrobics is a new take on a classic sport from Sweden. Despite being done by 6% of all Swedes, Heyrobics has never grown internationally..... Until NOW! We're working day and night creating a Club Concept to empower people, bringing The World's Happiest Sport around the globe!

More about what we do on heyrobics.com!

