

General Manager

Full-time job

We are currently searching for a full-time General Manager for the Highland Curling Club located in Regina, Sk. The Manager properly manages all aspects of the club's activities to ensure and maintain the quality of products and services provided by the club.

Key Responsibilities

- Promote and maintain event bookings;
- Recruit and hire adequate staff as per operations of the club;
- Respond to and create correspondence;
- Serve as a club representative on committees;
- Monitor specific operations such as housekeeping, ice, kitchen, etc.;
- Assist with special event organization and execution;
- Plan, develop and approve specific operational policies, programs, procedures;
- Coordinate the development of the club's long-range and annual (business) plans;
- Maintain relations with police, fire, liquor control board, health department and other governmental and/or curling agencies;
- Direct purchasing, receiving, storage, issuing, preparation and control of all products, supplies and equipment;
- Manage the accounting (including accounts receivable and accounts payable), payroll, financial reporting and operating risk functions;
- Oversee and monitor the effectiveness of club programs, marketing strategies and short/long term planning activities to encourage and promote the curling clubs growth;
- Promote new memberships and club image through initiative and new concepts;
- Ensure the efficient operation and maintenance of the building and ice preparation by overseeing the supervision of maintenance and ice staff as well as lounge staff; and
- Performs other duties as directed by the president or board of directors.

Our ideal candidate demonstrates:

- Effective communication skills;
- Excellent organizational skills;
- Ability to develop, build and maintain relationships;
- Strong problem solving;
- Willingness to exhibit initiative;
- Supervision of employees and/or management experience is an asset; and
- Knowledge of the curling industry and/or recreational facilities is an asset.

How to Apply

Closing date for this position is May 20, 2018. To apply, please email a copy of your resume and/or supporting documents to reginahighlandcurlingclub@gmail.com or send via mail to 348 Broad Street, Regina, Saskatchewan S4R 1W9 - Attention: Brandi Clarke.

We thank you for your interest and application, however only those being considered will be contacted.