**General Manager**

**Otumoetai Golf Club, Tauranga**

The Otumoetai Golf Club is looking for a genuine allrounder who is prepared to ‘play all the shots’!

Known as ‘the friendly club’ with a supportive board, and located in the heart of Tauranga, the role of General Manager is an opportunity for a sports and community passionate person to take the club to the next level.

This position will manage all aspects of the club’s operations and reports to the Board.

Key responsibilities include:

* Maintaining a positive and supportive relationship with the Board and the membership.
* Managing all staff at the club, including full time, part time and volunteers.
* Developing and maintaining good relationships with sponsors and members, including all aspects of communication.
* Promoting the club and its facilities to the community and prospective members.
* Organising and promoting tournaments for the benefit of the Club.
* Financial and administrative management including payments, subscriptions, banking, taxes and payroll. Preparing monthly and annual financial statements and annual budgets.
* Managing and reporting on Health and Safety.

Key attributes include:

* A confident and vibrant disposition.
* An organised nature, a focussed attention to detail and an ability to multi-task.
* A proven background of dealing with a wide variety of people, including the general public, staff and club members.
* Sound computer literacy. Experience with Xero accounting software and Dot Golf preferential.

The Club operates for seven days a week and the General Manager will need to be flexible with regard to hours worked. This may require occasional weekend work to fit with the club program and special events.

Please apply online today or send your CV and covering letter to The Club President at info@otumoetaigolf.co.nz