

## JOB POSTING DETAILS

<b>Job Title</b>	General Manager	<b>Job Type</b>	NA
<b>Job ID</b>	3130	<b>Duration</b>	NA
<b>Date Posted</b>	December 1, 2021	<b>Location</b>	Blind River
		<b>Closing Date</b>	December 13, 2021

### Job Overview - Description & Duties

The Huron Pines Golf & Country Club is presently seeking a highly motivated individual who is able to lead a team and manage the day-to-day operations. Excellent leadership, problem solving, organizational and communication abilities are essential.

Key Responsibilities:

1. Correspondence with suppliers, service providers, sponsors, superintendent, staff, kitchen staff, and board members
2. Actively pursue methods/strategies to continually improve workflow efficiencies, quality of services along with customer and member satisfaction
3. Manage communications strategies/plans/messaging as needed
4. Provide excellent customer service to golfers and plan/prepare tournament and club events
5. Ensure all work meets established quality standards (e.g. data entry, banking deposits, inventory etc.)
6. Managing inventory, supplies and reconciliation of accounts
7. Assume other duties as may be assigned

### Required Skills

Qualifications:

- Post-secondary education in accounting or Business Administration is preferred

### Other Requirements

Skills:

- Computer literacy in Microsoft environment
- Experience with quickbooks considered an asset

Ability:

- Ability to work flexible work weeks, including some evenings, weekends and holidays
- Ability to meet and interact with people in a pleasant, professional, responsible and reassuring manner
- Ability to attend and report at monthly board meetings

### How to Apply

To apply, please send your cover letter and resume to Board President, Mark Deverell at [mark.deverell@huronpines.com](mailto:mark.deverell@huronpines.com) by Monday, December 13, 2021