



VACANT POSITION DURBANVILLE GOLF CLUB

GENERAL MANAGER

An excellent opportunity to join Durbanville Golf Club in the position of GENERAL MANAGER

POSITION: Full Time
JOB TITLE: General Manager
CLUB NAME: Durbanville Golf Club
REPORTS TO: Durbanville Golf Club Captain and committee

RESPONSIBILITIES:

General Manager will be responsible for (but not limited to)

- Coordinates the marketing and membership relations programs to promote the club's services and facilities to potential and present members
- Develop and implement the necessary policies, procedures and practices for the efficient functioning of the club
- Build and maintain sound relationships with key stakeholders e.g. committee, members, visitors, guests, etc.
- Monitor the club's products, services and customer satisfaction levels
- Manage Risks to ensure assets are secured, oversee the care and maintenance of all the club's physical assets and facilities
- Manage staff performance, career development and retention strategies to retain quality employees
- Execute duties normally associated with the position with due diligence and care
- To consistently assure good governance and that the club is operated in accordance within all applicable local and national laws
- Implements general policies established by the Committee and directs their administration and execution
- Plans, develops and approves specific operational policies, programs and procedures.
- Coordinates the development of the club's long range and annual (business) plans
- Develops, maintains and administers a sound organizational plan; initiates improvements as necessary
- Establishes a basic personnel policy; initiates and monitors policies relating to personnel actions and training and professional development programs
- Coordinates development of operating and capital budgets according to the budget calendar; monitors monthly and other financial statements for the club; takes effective corrective action as required
- Coordinates and serves as ex-officio member of appropriate club committees
- Welcomes new club members; "meets and greets" all club members as practical during their visits to the club
- Provides advice and recommendations to the Captain and committee about construction, alterations, maintenance, materials, supplies, equipment and services not provided in approved plans and/or budgets
- Ensures the highest standards for food, beverage, sports and recreation, entertainment and other club services
- Establishes and monitors compliance with purchasing policies and procedures
- Reviews and initiates programs to provide members with a variety of popular events
- Analyses financial statements, manages cash flow and establishes controls to safeguard funds. Reviews income and costs relative to goals; takes corrective action as necessary
- Works with subordinate department heads to schedule, supervise and direct the work of all club employees
- Attends meetings of the club's Executive Committee and Board of Trustees
- Participates in outside activities that are judged as appropriate and approved by the Committee to enhance the prestige of the club; broadens the scope of the club's operation by fulfilling the public obligations of the club as a participating member of the community

QUALIFICATIONS FOR THIS POSITION AND SKILLS REQUIRED

- An excellent understanding of golf and good knowledge of members and visitor's expectations
- Previous experience in a similar position
- Personnel Management skills including training and development of staff members
- Excellent level of computer skills required for financial management and statistical reporting
- High level of personal and financial integrity
- High degree of interpersonal skills required for communication with golfers, potential clients, and staff.
- Strong organizational skills
- Strong People Management skills

REMUNERATION PACKAGE

- Commensurate with experience and qualifications

DEADLINE: 20th September 2017

APPLICATION: email: cirtex@mweb.co.za, CV and copy of all qualifications