

## **General Manager**

**Full-time**

**Whakatane**

Our Client based in the sunny Eastern Bay of Plenty, has an exciting opportunity for a General Manager. This person will be responsible for providing leadership and ensuring the overall efficient and profitable running of all operations of their Organisation.

### **Key Accountabilities**

- Manage staff and implement HR processes and policies.
- Ensure the smooth daily running of the facility (inc. stock control, bookings etc.), compliance of the gaming machines and keeping accurate records.
- Drive ideas and opportunities to seek and encourage new membership applications and manage all sponsorship opportunities.
- Manage all marketing and advertising and getting out and about in the community to promote the facility and services on offer.
- Manage the facilities property and equipment register and organise any maintenance and repairs as required.
- Manage and co-ordinate with the restaurant lessee on all contractual matters including booking of other areas within, in an open and friendly manner.
- Attend all Executive Committee and general meetings, and submit written reports, as required.
- Liaise effectively with the Executive Committee in regard to any committee matters, and address matters promptly.
- Manage, liaise and co-ordinate activities with Adjuncts.
- Manage, liaise and co-ordinate entertainment activities.
- Manage liaise and co-ordinate community events within the facility.
- Manage all vendor / contractor contracts within the facility and review as required.
- Have knowledge of all Health & Safety Practices in the workplace and ensure effective implementation and compliance.
- Help to set and maintain high standards for all facilities, services, and communications.

### **Personal Attributes**

- An effective and confident communicator (both verbal and written) with the ability to develop and foster strong relationships both internally and externally.
- Ability to think strategically, while meeting operational needs and objectives.
- A great people leader who is able to inspire and motivate others.

- Positive and professional manner and presentation.
- A team player that treats everyone equally and respectfully.
- Flexible and adaptable (with some weekend hours, late nights and committee meetings to attend).
- Displays sound judgment.

### **Key Skills Required**

- Proven experience as a General Manager or Senior Management Executive.
- Financially competent with monitoring of budgets and reporting back to the Executive Committee.
- Experience with writing strategic plans.
- Proven HR knowledge and experience.
- Proven experience in vendor/contractor management.
- Strong computer and administration skills.
- Excellent people and customer service skills.
- A full clean NZ class 1 driver's licence.
- A current First Aid Certificate.
- Knowledge of the liquor industry and he/she must hold a current Managers Certificate under the Sale and Supply of Alcohol Act 2012.
- Must be able to qualify as a 'key person' under the terms of regulations attached to the Gambling Act 2003 and any other subsequent amendments.

Our Client is offering a permanent full-time position.

Whakatane is the heart of the Eastern Bay of Plenty, renowned for its friendliness, strong community, wonderful climate, and its strong Māori heritage within easy reach of the best lakes, rivers, beaches, forests and thermal wonders in the region.

If you are a strategic, driven and forward-thinking people person, who has an abundance of initiative and a community focus we want to hear from you.

To apply please send your cover letter and CV to Adcam Recruiting at [admin@adcam.co.nz](mailto:admin@adcam.co.nz)



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