

WANNEROO GOLF CLUB Inc

POSITION VACANT

The Wanneroo Golf Club is a progressive Perth metropolitan organisation with a first rate course and excellent facilities. It comprises 750 members, a highly capable and supportive Management Committee and an enthusiastic professional workforce.

The Management Committee is seeking the services of a suitably qualified and experienced person to continue the strong work of the departing General Manager. The successful applicant will have strong operational experience, be highly motivated, have a hands-on approach and be comfortable being the 'face of the Club' and available to Members. Key responsibilities include:

- Overall Club administration and golf operations.
- Supervision of Course Superintendent, Office Administrator, Bar and Functions Manager and Caretaker (security).
- Prudent control, management and reporting mechanisms in relation to membership, financial control and subsequent reports of the Club's Income and Expenditure.
- Negotiation and establishment of a new bar suppliers, catering, cleaning and laundry contracts (when required).
- Negotiation and establishment of Golf Professional's/Pro Shop contract (when required).
- Overall management and supervision of the contracts.

The successful candidate will report directly to the Management Committee and will be required to liaise with suppliers various government departments and other golf clubs and organisations at a senior level.

Whilst an interest in golf would be considered advantageous, the essential criteria for this position include:

- Resourceful and entrepreneurial with an appetite for achievement
- Formal management qualifications and or substantial experience in accounting, commerce or business management
- An articulate communicator with excellent interpersonal and negotiation skills
- Strong written communication skills, including report writing – meeting agendas and minutes
- Proven business acumen and adept in financial management/reporting as well as planning and budgeting
- Self-motivated leader with a collaborative decision making style and ability to work effectively within a "small team" office environment.
- Understand business marketing and the use of social media and how to make it work best for the business.

A competitive remuneration package is offered, commensurate with the responsibilities of the position. This will be reviewed annually in line with performance. It offers a supportive team environment in excellent working conditions.

A copy of the Job Description can be obtained by contacting the Administration Officer on (08) 94053677 during business hours or email to admin@wgc.net.au

Applications should be emailed to admin@wgc.net.au