



General Manager Position for the Shamrock Centre

Job Description:

We are looking for a self-motivated and results-driven general manager to direct and manage our organization's business activities and to develop and implement effective business strategies and programs. Your entrepreneurial spirit and vision in directing business functions will assist our organization in maintaining relationships with clients, generating new business, increasing staff productivity, improving service, ensuring sustainability, and meeting business objectives.

Position Requirements:

- Experience in hospitality, tourism and event planning would be an asset, with a strong business background.
- Good knowledge of different business functions.
- Strong leadership qualities.
- Excellent communication skills.
- Highly organized.
- Strong work ethic.
- Good interpersonal skills.
- Meticulous attention to detail.
- Proficiency in a Microsoft environment, web-based applications, and all social media platforms. Experience in booking software would also be considered an asset.
- Flexible hours required for meetings and special events including weekends and statutory holidays. Provide monthly reports of hours worked to CAO.
- Valid criminal record and child abuse registry checks must be obtainable prior to employment

Responsibilities:

- Overseeing daily business operations.
- Developing and implementing growth strategies.
- Training applicable staff.
- Creating and managing budgets.
- Improving revenue.
- Evaluating performance and productivity.
- Performing accounting duties and analyzing financial data.
- Researching and identifying growth opportunities.
- Researching government programs, trends, funding sources and project requirements; submits and tracks grant/funding applications as identified.
- Generating reports and giving presentations.
- Reporting to council at council meetings.

Salary will be dependent on qualifications. This position will include a comprehensive benefit package, including a company matched pension plan.

Please submit a detailed resume and cover letter, to:

**Karen Patterson, Chief Administrative Officer
Municipality of Killarney – Turtle Mountain
P.O. Box 10
Killarney, Manitoba R0K 1G0
Email: kpatterson@killarney.ca**

Applications will be accepted until position has been filled.

We thank all applicants for their interest, however only those selected for interviews will be contacted.