

AERWA JOB OPPORTUNITY

American Embassy Recreation & Welfare Association (AERWA)

e-mail: aerwakin@gmail.com

ANNOUNCEMENT NUMBER: AERWA 15-01

OPEN TO: All interested candidates
POSITION: General Manager
OPENING DATE: March 24, 2015
CLOSING DATE: April 6, 2015
WORK HOURS: Full-time; 40 hours/week
SALARY: Information on salary may be obtained from aerwakin@gmail.com

ABOUT THE POSITION

The Association seeks an innovative, dynamic, self-starting General Manager to oversee all day-to-day operations including retail services, food services & catering, vending, cable television, equipment rental program, and other services the Association provides.

BASIC FUNCTION OF POSITION

- Responsible for all day-to-day operations of the Association.
- Maintains the standards and quality of Association services, facilities and employee/customer relations.
- Reports to the Chairperson of the Board of Directors, acts as the primary liaison to the Board of Directors, prepares for board meetings, and advises Board in areas concerning compliance, protocol, finance, and management.
- Develops and implements creative marketing tools and dynamic strategies to increase revenue; seeks expense-saving measures, where possible.
- Responsible for safety, integrity and maintenance of all assets, buildings, inventory, cash, and equipment.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education: Associate degree or higher in business or related field.

Experience: Two years of progressively responsible administrative or professional experience, ideally in a business or non-profit organization; 18 months of retail store operations experience is highly desirable.

Language Proficiency: Level II English and Level II French are required.

Knowledge: Familiarity with creating a business plan.

Skills and Abilities: Clear written and oral communication skills, ability to maintain high level of accuracy in duties, able to work independently, and superb interpersonal skills. Proficient in Microsoft Word, PowerPoint, Excel and Point of Sale software. Occasional physical labor may be required

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. A current resume or curriculum vitae
2. Any other documentation (e.g., cover letter, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
3. Nepotism/conflict of interest, budget, and residency status will be considered in determining successful candidacy.
4. Submit application via email to aerwakin@gmail.com