

**EMPLOYMENT OPPORTUNITY
U.S. EMBASSY RECREATION ASSOCIATION
AMERICAN EMBASSY, RIYADH**

<u>JOB TITLE:</u>	USERA GENERAL MANAGER
<u>HOURS:</u>	Full-Time 40 hours per week with overtime as necessary, including evenings and weekends.
<u>SALARY:</u>	Salary based on qualifications and experience. U.S. taxes will be deducted, if applicable. A generous benefits package is also provided.

The United States Embassy Recreation Association (USERA) is seeking a qualified **U.S. citizen** for the position of **General Manager** reporting to the Board of Directors of USERA in Riyadh. This contract is for one year. The successful applicant will oversee all of USERA's operations. The following is a summary of the basic duties, responsibilities, and qualifications required for the position.

USERA is an organization dedicated to providing recreational facilities, services, and activities for its members, which include U.S. Embassy staff and their families, as well some in the expat and local community. While USERA operates at the U.S. Embassy and is partially regulated by the U.S. Department of State, it is not part of the U.S. government, nor does it receive funding from the U.S. government. USERA operates as a not-for-profit organization but does not receive funding from any outside source. It has about 30 employees and runs seven different business units as well as several other ancillary activities.

MAJOR DUTIES AND RESPONSIBILITIES:

- Supervise and exercise day-to-day management of all USERA activities, including but not limited to: Cafeteria, Tea Room, Gift Shop, Uncle Sam's, TDY Apartments, Day Care Center, Recreation Annex, Member Activities, Television Service, Internet, and Special Events. Supervise cafeteria chef, office staff, and other USERA staff.
- Plan, organize, advertise, and implement special events such as theme parties as required.
- Plan brunches and other catered events coordinating with outside vendors as required.
- In the conduct of all USERA activities, ensure compliance with State Department regulations and sound management practices as outlined in guidance provided by the Department of State's Office of Commissary and Recreation Affairs.
- Ensure the Association has up to date insurance policies and that bonding requirements are met.
- Oversee the work of the accounting team. Review monthly financials with the accountant. Ensure the Board has full and accurate reports of income and expenditure. Make recommendations to the Board on budgeting, purchases, and profitability.
- Maintain sound internal controls to bolster loss prevention attitude from employees, track inventory and funds, and provide safeguards for all the Association's assets.

- Interview applicants for openings and make hiring suggestions to the board.
- Propose changes in staffing, program administration, policies, services, or activities for the Board's approval.
- Perform spot checks of inventory and identify any deficiencies in day-to-day conduct of business.
- Prepare contracts and ensure they are updated as required. Sign time sheets and prepare leave schedules ensuring adequate staffing at all times. Prepare work schedules to cover office hours and evening / weekend events.
- Develop and maintain an employee training program to keep all employees operating efficiently and effectively.

OTHER RESPONSIBILITIES INCLUDE:

- Work with appointed committees, advise management, further the plans and goals of the association, and implement policies and operating procedures of the Board of Directors.
- Administer association general business; forecast association fiscal, personnel, and plant needs; budget for operations; and interact with the membership.
- Attend meetings of the Board of Directors, offer professional opinion on matters under discussion, and make suggestions for changes in the Board's policy within her/his authority.
- Consult with the Board when it is contemplating changes in policy that may affect operations, suggesting changes and directing the implementation of such changes.
- Hire personnel in consultation with the Board, making work assignments, reviewing the hiring selections of the other department heads, and discharging employees when the need arises.
- Delegate authority to the various department heads, training them in effective management techniques and making the necessary personnel or task changes for the successful and efficient operation of the Association.
- Resolve interdepartmental disputes and implement the policies concerning employer-employee relations.
- Write directives; prepare manuals; plan work schedules; and define the rules, regulations, and day-to-day policies for the association employees.
- Direct the finances of the association and implement procedures to achieve the financial position desired by the Board of Directors.
- Maintain the standards and quality of the merchandise, services, facilities, and employee-customer relations.
- Develop a sound internal control system to deter employee and customer theft, track inventory and funds, and provide overall safeguards of all of the association assets.

QUALIFICATIONS

- Proven leadership ability and experience.
- Good organizational skills
- Experience making critical, timely decisions involving operations and personnel.
- Experience with logistics and supply chain management.
- Customer service skills and flexibility.
- Five years' experience supervising multiple cost centers
- Five years' experience supervising 30 or more employees
- Experience in food sanitation & handling procedures
- Bachelor's degree in business administration or other applicable degree required. Master's degree in business, accounting, management, or related field desirable.
- Must be a U.S. Citizen.

APPLICATION PROCEDURE:

- Applicants should submit a current resume with cover letter and any supporting documentation to the USERA office by close of business **Friday, January 30, 2015**. Applicant may also submit resume with cover letter to riyadhuseragm@gmail.com.