

Position: General Manager

Location: Pheasantback Golf Club Stettler, AB



Salary commensurate with experience

Please send resume with cover letter, as well as any questions to Colleen@pheasantbackgolfclub.com

Pheasantback Golf Club is excited to announce an exceptional career opportunity for General Manager of the Club and Pro Shop. The ideal candidate will be an outgoing, self-motivated, deal-oriented individual who has the passion to work with a team that focuses on hospitality & member-guest satisfaction.

About Us

Pheasantback Golf Club features a beautiful 18 - hole golf course, driving range, and food & beverage operation. We are located just outside of Stettler Alberta, a 15-minute drive from Buffalo Lake communities of White Sands & Rochon Sands.

Job Description

The General Manager is responsible for providing support to Pheasantback Golf Club and its operations as one of the premiere golf experiences in Canada. The General Manager will have operational responsibility for the Club and Pro Shop including golf operations, membership, food and beverage, golf lessons, and sales/marketing. The General manager will be tasked with operating the facility in compliance and in accord with owners expectations, policies and procedures. In addition, the GM will develop and implement fiscal, operational, and business development plans and strategies as well as administer operational standards and quality performance guidelines for all operating functions and staff.

Primary responsibilities and duties:

- Oversight of all activities at the club on a day-to-day basis throughout the golf season including weekends.
- Provide appropriate leadership, direction, supervision to staff in accordance with owner's expectations and company culture to promote positive employee morale and performance quality.
- Responsible for being able to multi-task golf operations, retail, and guest service tasks
- Responsible for ensuring standards of cleanliness, visual presentation, and organization in all work areas
- Responsible for retail point of sale and cash handling accuracy
- Direct, coordinate, and monitor the development of the facility's annual business budget goals & objectives. Analyze budget variances, develop, and implement action plans to achieve appropriate adjustments
- Responsible for hiring, training, and ongoing support of staff members to ensure a superior level of guest service throughout the facility
- Responsible for overseeing 'back of the house' operational responsibilities including accounting and account payable functions, staff scheduling, payroll management, and other administrative duties as required

Job Qualifications:

- 2 or 4 year degree with hospitality, business or management focus and / or requisite certifications from Canadian PGA
- 5 years of experience in a management role of similar or greater capacity within a commensurate club
- Proficient level of Microsoft Office word & Excel, Point of sale systems, (Tee on Golf system)
- Ability to analyze and solve problems, efficiently handle duties under pressure with minimal supervision., work flexible hours as required including evenings and weekends
- Possesses strong leadership skills including recruiting, developing, and retaining quality staff. Ability to identify core competencies in coworkers
- Prior knowledge of the game of golf is preferred