

Position Vacant

Condobolin Sports Club Limited

Condobolin Sports Club is looking to appoint a **Secretary Manager** to build on the Club's successes and ensure the operating practices of the Club are streamlined and sustainable into the future.

The Secretary Manager will be reporting to the Board and will be responsible for the day-to-day operations of our licensed premises in a hands-on role, building on a strong financial position while undertaking a range of refurbishment tasks. This position requires an emphasis on customer service, a person who will interact with Members and provide leadership and guidance to the Club's Staff.

Located in the centre of NSW, Condobolin Sports Club is a friendly, affordable, community-based Club, featuring an 18-hole championship golf course, two bowling greens, two squash courts, a croquet court and clubhouse.

To be successful in this role, the Board of Directors are looking for a person who brings –

- Strong knowledge of food, beverage and gaming operations.
- Understanding of financial management including budgeting and reporting.
- Demonstrated leadership skills.
- Experience in marketing and promotions.
- A working knowledge of governance requirements and legislation within the Club Industry.
- Sound computer literacy.
- A sound ability to engage with members and the broader community.
- Flexibility to work a variety of hours as required.
- Eligible to hold Liquor License.

The position is supported by the Board, general and administration staff across all areas of the business.

An attractive salary package will be based on level of experience and will be negotiated with the successful applicant.

Enquiries are welcome and applications should be mailed to Chairman **Phillip Thomas**, PO Box 68, CONDOBOLIN NSW 2877 or emailed to condobolinsportsclub@bigpond.com.