



SEABROOK ISLAND
CLUB

Assistant General Manager

Please send resumes to jobs@seabrookisland.com or apply online at www.seabrookisland.com/careers

Position Description: The Assistant General Manager manages all aspects of club food and beverage operations and the relationships between the employees and community. The position coordinates the smooth operation and interrelation of department staff functions such as Club Services and the Racquet Club. Oversees and manages the Club Communication Department. Develops operating policies and procedures and directs the work of department managers. Implements and monitors the budget, the quality of the Club's products and services and ensures maximum member and guest satisfaction. The Assistant General Manager reports directly to the General Manager/Chief Operating Officer.

Essential Job Functions:

- Coordinate and implement operating procedures, policies, and programs.
- Execute long and short-term goals consistent with the Club's mission, strategic plan, established policies, bylaws, budgets and government regulations.
- Coordinate development of operating and capital budgets.
- Oversee and establish personnel policies, professional development programs and organizational structure.
- Maintain and strive to achieve additional professional certifications.
- Oversee Club's assets and facilities.
- All other duties as assigned.

Key Performance and Success Measures

- Maintain high overall membership satisfaction levels, as reflected on various member surveys.
- Operate within Board-approved budgets (operating budget and capital budget).
- Maintain a well-trained, positive, and professional staff.
- Communicate effectively with General Manager, Membership and Employees.

Job Requirements:

- Education:** Bachelor's degree and Certified Club Manager (CCM) designation.
- Experience:** A minimum of five years in a senior executive position at a club, resort or hotel.
- Skills:** Strong leadership, management, and organizational skills. Communication and customer service skills are important attributes of this position. Must be flexible and have excellent interpersonal skills.
- Knowledge:** Should be knowledgeable in professional food and beverage services, maintenance practices, financial accounting, human resources practices and general club governance practices.

Personal**Traits:**

Enthusiastic, motivating to self and those around him/her, strong work ethic, hospitable personality, trustworthy, excellent representation of Seabrook Island Club in overall appearance, personality, and demeanor.

Supervisory**Responsibilities:**

Supervises staff members of the Club; directly supervises the food and beverage managers and the Club's Communications Director.

Equipment to**Be Used:**

Must be able to operate a computer and other routine office machines.

Typical Physical**Demands:**

Requires ability to stand and/or sit for extended periods of time. Requires bending, stooping, and reaching. Requires normal range of hearing and vision. Requires ability to function professionally in an environment that is both physically and mentally stressful and challenging.