



MIRAMICHI GOLF & COUNTRY CLUB

GENERAL MANAGER

The Miramichi Golf and Country Club is an 18 hole golf course located in Miramichi, New Brunswick. It is a past recipient of the Canadian Society of Club Managers Small Club of the Year Award and is currently seeking a General Manager. The General Manager reports to the Board of Directors and provides management, leadership and oversees all departments within the club to provide exceptional member and guest services.

Responsibilities

Financial

Prepare operating budgets and accountable for all expenditures ensuring they remain within budget. Prepare and analyze necessary financial reports and provide recommendations. Involvement in the development of marketing and sales strategies. Demonstrate continuous quality improvements.

Human Resources

Supervise departmental heads ensuring all staffing requirements are met. Ensure existing policies & procedures are followed while recommending changes when deemed necessary to ensure a positive employee, member and guest experience.

Event Management

Oversee all club, corporate and private events, tournaments, members & guests visits.

Asset Management

Responsible for all building, vehicle and course maintenance. Manage and prepare recommendations regarding construction, renovations, maintenance, supplies, equipment and services.

Communication

Attend Board Meetings, subcommittee meetings, chair regular staff meetings and generate member /guest communication using social media and other forms of communication.

Qualifications:

- Post-secondary education in either business management, hospitality, golf industry, or a related field.
- Minimum three (3) years managerial experience.
- Demonstrate supervisory and leadership experience.
- Must have exceptional communication, marketing, sales and customer service skills.
- Competent in Outlook, Excel, Word, accounting and point of sale software.
- Must be detail-oriented, able to meet deadlines, problem solve, multitask and work in a team environment.
- Membership with the CPGA is an asset but not required.
- Combination of equivalent education and experience may be considered.

We thank those who apply, and we will contact those who clearly demonstrate their qualifications so that further consideration can be given.

Please forward or email a cover letter and resume by January 18, 2026.

Miramichi Golf & Country Club
Search Committee
Email address: president@miramichigolfclub.ca
www.miramichigolfclub.ca