



## **Job Opportunity: General Manager of the Porcupine Dante Club**

The Porcupine Dante Club is an Italian-Canadian Cultural Club, Banquet Hall and Restaurant located in Timmins, ON. We are currently recruiting for a General Manager to run the operations of the Club.

Closing Date for Submissions: **November 30, 2018**

The successful candidate will be responsible for overseeing all aspects of booked events at the Club. She or he will be experienced in managing staff, handling conflicts, knowledgeable in finances including managing a large budget, documentation and fiscal responsibility. The candidate will report directly to the Board of Directors of the Dante Club which will include but not limited to: financial reports, updates and promotion of the Club in the community.

Qualifications:

- Diploma or certification in the Hospitality, Management and/or Business fields. In lieu of certification, experience will be considered.
- Knowledge and experience in supervising and administration of a large restaurant or banquet facility.
- Strong management skills in dealing with personnel and conflict resolution.
- Sound financial background in finance and financial statements with the ability to present cost effective resolutions/concepts to ensure the future viability of the Club both financially and culturally.
- Strong communication skills (verbal and written).
- Ability to work flexible hours that include weekends, days, evenings and call ins as required.
- Innovative candidate with a vision to promote a progressive Italian-Canadian Club.

The Porcupine Dante Club offers competitive salaries including benefits.

Qualified candidates are requested to submit a current CV with their application and be prepared to offer three (3) references from previous employers. Interested candidates can forward the above information to:

Ettore Ciccone, President, Porcupine Dante Club

162 Cedar St S, Timmins, ON P4N 2G8 OR

[cicconehector@gmail.com](mailto:cicconehector@gmail.com) OR

FAX 1-705-267-3737

We sincerely appreciate the interest of all applicants; however only those candidates selected for an interview will be contacted.