



Kelab Golf Sarawak is inviting outstanding candidates with the necessary qualifications, relevant skills and management experiences to apply for the post of General Manager.

Candidates should submit their applications with a complete write up of their work experience, management skills and personal attributes.

Candidates are expected to have amongst others the following attributes and strengths:

**1. People Management**

Have excellent experience in managing staff and a good knowledge of relevant labour law, training and development programs for staff. Have implemented various Human Resource policies pertaining to disciplinary procedures, performance appraisals and recruitment systems. Firm but fair in enforcing staff discipline.

**2. Financial Management**

Have good knowledge on budgeting, procurement procedures, cost benefit analysis and financial planning.

**3. Strategic Planning**

Able to lead in club vision, implementing strategic programs for the growth of the Club. Able to present strategic and continuous improvement plans to the management.

**4. Leadership Skills**

Leadership by example and ever willing to manage every matter of the club and go the extra mile. Forthright and professional in views with good communication and presentation skills.

**5. Operational Excellences**

Able to run operations seamlessly. Must ensure that all facilities such as golf courses and other sports facilities and amenities are in tip top conditions at all times.

**6. Customer and Member Relations**

GM must possess excellent PR skills and able to maintain good relations with members and guests.

**7. Possesses impeccable integrity and good governance.**

**8. Good knowledge of computer and IT is a must.**

**9. Proactive and be able to work independently.**

**10. Academic Qualifications /Skills**

A general degree /relevant professional qualification in related fields or

A degree in sports Science or hospitality industry management is an advantage or

A degree from an accredited University in Business Administration and Management

At least 10 years' experience in relevant fields.

**An attractive package will be offered with the post.**

Applications complete with resume should reach the Club by **Friday, 23<sup>rd</sup> Sept 2022** and to be submitted to:

**The SECRETARY  
KELAB GOLF SARAWAK  
PETRA JAYA  
93050 KUCHING**

or

**email to [hr@kgswak.com](mailto:hr@kgswak.com)**