

**The Souris Glenwood Memorial Complex is accepting applications for the following position:**

**Complex Manager**

Under the direction of the Operating Board of Directors, the manager will ensure the safe and efficient day to day operations of the Souris Glenwood Memorial Complex.

Some of the duties required:

- Promote the facility
- Scheduling of staff and events
- Record keeping and other administrative duties
- Maintenance (preventative and reactive)
- Liaise with community groups
- Uphold facility policies and procedures

Attributes and qualifications that could be beneficial:

- Self motivated
- Ability to work with groups and committees
- Driver's licence and transportations
- Mechanical inclination
- Office and office software experience
- Accounting

Salary pending qualifications and experience. Qualified candidates are invited to submit a resume and cover letter including experience, education, and work-related references to:

Souris Glenwood Memorial Complex

Box 1333, Souris , MB

Ph: 204-483-3790 Fax: 204-483-2538

Email: [sgmc@mymts.net](mailto:sgmc@mymts.net)

Closing date for all applications will be at noon on September 18, 2017. We thank all who apply, however only successful candidates will be contacted for an interview.