GENERAL MANAGER

Harlow Campus is the European Campus of Memorial University of Newfoundland in Canada which houses up to 60 students and faculty in its residences.

The General Manager is responsible for the day-to-day operations of Harlow Campus and Line Management of all staff.

A full-time opportunity has occurred at Harlow Campus for an energetic and conscientious General Manager. This is a unique and exciting post within a small but busy and vibrant facility. The ideal candidate will possess excellent skills in facilities and operations management with an emphasis on Health & Safety and Customer Service. The General Manager will also work with the Academic Director on aspects of program development. An understanding of student affairs/development is desirable.

Because of the varied and sensitive nature of the work involved, the successful applicant will possess exceptional interpersonal and communication skills.

SALARY 37.5 hrs week Salary £41K - £51K
CLOSING DATE 1 December 2021

To apply, CV and covering letter should be sent to:

Margot Brown, Executive Director
Office of the President
mbrown@mun.ca

For a copy of the job description or data protection and privacy policy please contact harlow@mun.ca

Qualified candidates are encouraged to apply; however, British citizens and permanent residents will be given priority. Memorial University is strongly committed to employment equity and especially welcomes applications from all qualified candidates, including women, members of visible minorities, members of sexual minorities and persons with disabilities. The personal information requested in your application is collected under the authority of the Memorial University Act (RSNL 1990 c M-7) for the purpose of identifying and recruiting candidates; assessing applicant qualifications; and maintaining records pertaining to the administration of employment with MUN (UK) LTD. If you are a successful candidate, this information will form part of your permanent employment record and will be used for other activities related to the employment process. If you have any questions about the collection, use and disclosure of the information, please contact MyHR, Department of Human Resources, at (709) 864-2434. Please be advised that we are unable to provide updates on current competitions. We thank all applicants for their interest, however, only those selected for an interview will be contacted.