



Job title: Assistant Manager

Location: Charlottetown, PEI

Type of employment: Full time (35 hours) per 12 weeks starting June 09th, 2025, ending August 30th, 2025

Reports to: Club General Manager

Overview:

We are looking for an **Assistant Manager** proactive, organized and customer service oriented to support the daily management of an exclusive events and memberships club. This role is key to ensuring the smooth operation of the facilities, the coordination of events, and the satisfaction of our partners, members and community.

Key Responsibilities:

- Assist in the planning, execution and supervision of social, corporate and private events, including set up, bar services, and others.
- Support in membership management: registrations, renewals, benefits and member service.
- Supervise operational staff in the absence of the general manager.
- Coordinate with suppliers and contractors to ensure the quality of services.
- Resolve problems effectively, maintaining high standards of service.
- Control inventories of supplies and equipment related to private/ members events and daily activities
- Participate in the preparation of budgets and administrative daily sales reports.
- Ensure compliance with safety and hygiene standards.
- Collaborate on marketing initiatives and promotion of events and memberships.

Requirements:

- Enroll in hospitality, marketing, business or related areas.
- Excellent communication and leadership skills.
- Ability to resolve problems quickly.
- Food Safety Certification and Responsible service beverage certificate is required.
- Availability to work weekends and extended hours depending on events.

Please send your resume to :

thehavilandclub@gmail.com

The haviland Club Manager