

St Francis Retreat Centre

50 Hillsborough Road
Mt Roskill, Auckland



General /Operations Manager

- This is an exciting new position for someone experienced in hospitality, financial administration, and managing employees, who deeply values the search for God's will through retreats and spiritual direction.
- We seek someone who will work collaboratively with the Franciscan Friars and the team at St Francis Retreat Centre to continue and develop the mission of St Francis Retreat Centre.

Key responsibilities include:

- Promoting the Retreat Centre and developing the programmes it offers, ensuring Retreats and Spiritual Direction are at the centre of its activities.
- Overseeing and promoting a collaborative spirit among all staff
- Staff development, training and performance management
- Overseeing finances including payroll, budgets and accounts payable
- Developing strategic plans for the growth of the Retreat Centre to ensure a high and affordable standard of service is offered
- Developing a pro-active maintenance plan for the building and grounds
- Ensuring robust Health & Safety and Safeguarding practices are followed.

The successful Applicant will need:

- Proven experience in hospitality, financial administration and staff management.
- Up-to-date skills in IT, payroll and accounting programmes such as Xero
- Excellent interpersonal, networking and negotiating skills
- Have a full NZ Drivers licence
- Be eligible to work in New Zealand

For a full job description and application form:

email: finance@stfrancisretreatcentre.org.nz

Applications close 08 December 2020.