

# Cottage Manager Position Vacant

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**Applications Close 31<sup>st</sup> October 2013**

## **Country Women's Association Vision**

*The Country Women's Association of Madang envisions a society that promotes the family through Love, Respect, Gender Equality and Development.*

We seek someone who shares this vision for the position of Cottage (Guest House) Manager for an immediate start. The incumbent reports directly to the Secretary General and the Executive Committee.

## **Overall Purpose**

The Cottage Manager has the responsibility of overseeing the daily operations of the CWA Cottage and conference facilities. This includes managing cottage staff, controlling costs, ensuring upkeep and maintenance of the cottage building, assets and grounds, and preparing daily financial reports using MYOB.

## **Essential Qualifications**

Degree or Diploma in Tourism and Management with more than 2 years experience desirable.

## **Essential Skills and Knowledge**

- Front Office Administration
- Customer Service
- Directing and Controlling Work of Cottage Employees
- Processing MYOB Payroll
- Handling Conference & Catering Bookings
- Liaising with Stakeholders, Community, Town Council & Regulatory Bodies
- Budgeting
- Daily Bookkeeping
- Monthly and Quarterly Financial Reporting
- Preparing Daily Income Report
- Coordinating Maintenance and Upkeep of Grounds
- Manage Cottage Inventories

Interested person should submit an application with CV & references to one of the following:

Mail to:  
Secretary General Position  
PO Box 154  
Madang,

Hand delivery:  
CWA Office, Coast Watchers Avenue

Email:  
[madang.cwa@global.net.pg](mailto:madang.cwa@global.net.pg)



**COUNTRY WOMEN'S ASSOCIATION**

**PO Box 154, Madang, Papua New Guinea**

**Tel: 675-422-2216 Fax: 675-422-1606**

**Email: [madang.cwa@global.net.pg](mailto:madang.cwa@global.net.pg)**

**Website: <http://madangcwapng.weebly.com/>**

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