

General Manager

Hellenic Community of Ottawa

The Hellenic Community of Ottawa (HCO) is one of the most respected community organizations in Eastern Ontario. Since the 1920s, the HCO has delivered community events, Greek cultural programs and hospitality services to members and residents of Ottawa. To build on the HCO's success, the Board of Directors is now seeking a skilled operations leader to serve as its General Manager.

As General Manager, reporting to the HCO Board of Directors, you manage and steward the HCO's financial, human and volunteer resources, ensuring operational performance and identifying new opportunities for growth. You oversee events planning and facilities management and offer strategic and operational leadership to the HCO's successful banquet hall business.

As the ideal candidate, you have experience, preferably within the hospitality sector, managing teams and budgets and developing sound processes and systems. You are an organized and skilled administrator who is known for your ability to plan and deliver on multiple and varied projects. With strong people skills, you are comfortable dealing with a range of constituencies, including members, volunteers, staff and the Ottawa community.

To apply, please submit your application to careers@helleniccommunity.com