



Job Description: General Manager

APEX Adventure Plex – Regina

Reports to: Managing Partner

Location: 2329 8th Ave, Regina, Saskatchewan

APEX Active Entertainment Group is now hiring a fun, outgoing individual to help lead our APEX Family, in the Role of General Manager for their newest venture: Apex Adventure Plex, Regina.

The General Manager will be responsible for ensuring the successful day to day operation of the facility. The individual will work closely with the existing management team and front line APEX Family members. This position will report directly to the Managing Partners.

The ideal candidate will be naturally aligned with inspiring active entertainment and have several years of management experience. The successful candidate will become a critical link in a rapidly growing-local company. Opportunity exists for continuous training and development as well as advancement within the company. The position will require working evenings and weekends.

Core Responsibilities

- Professionally represent APEX Adventure Plex
- Protect and Reinforce company culture
- Contribute to the APEX team and stimulate an exciting park environment
- Continuously develop as an individual and as a part of the APEX Family
- Oversee all on-site APEX Staff

Operations & Public Relations

- Ensure equipment maintenance procedures are followed
- Coordinate the replacement of damaged equipment in a timely manner
- Oversee large groups or special events
- Continuously refine business operations and procedures
- Ensure all external communications are timely and professional
- Ensure inventory levels are tracked accurately and maintained
- Uphold the corporate brand by maintaining a clean and safe facility
- Ensuring group confirmations are completed
- Identify, resolve or escalate any safety concerns
- Execute marketing initiatives as scheduled by the Marketing Team
- Resolve any issues with dissatisfied customers

Human Resources

- Complete quarterly APEX Family member reviews
- Execute internal training programs
- Maintain adequate staffing
- Ensure schedules are issued in a timely manner

cont.



General Manager Job Desc Cont.

Benefits

- Health benefits & group insurance
- Bi-annual performance reviews & bonus
- Discounted family & free personal park admission
- Courses provided (First Aid/CPR, Food Safety)
- Specialized management training
- Cell Phone Allowance & Business Provided Macbook

Salary Bracket: \$55k - \$65k/year

Applicants must be legally eligible to work in Canada. The successful applicant will have at least 3 years of management experience. Applications will not be accepted in person.

Please apply with your cover letter and resume via email to: Luke@aae.group