

General Manager - Operations and Business

for a Professional Services organisation

THE ORGANISATION

Our client is a leading organisation known for delivering unique educational programs to Chairs, Trustees, CEOs, CIOs and executives of Australasian superannuation funds, institutional investment bodies, Government investment vehicles and Trustee entities. A key focus of the business is the delivery of high quality Australian and international forums and events for senior industry leaders and highly influential people.

THE ROLE

A fantastic opportunity currently exists to recruit a General Manager Operations / Business to oversee the operational functioning and delivery of domestic and international forums and conferences organised by the organisation. Reporting directly to the Chairman, the purpose of the General Manager Operations / Business is also to take responsibility for the oversight of staff, operations, finance and IT in the small organisation.

KEY WORKING RELATIONSHIPS

The successful candidate will work closely with the Chairman, Senior Manager (Events), Finance Manager and Operations Manager. Externally, the successful candidate will be required to liaise closely with conference venue management and staff, conference presenters and participants, key outsource providers and advisors to the business.

THE REQUIREMENTS

To be successful in this key role you will need:

- Demonstrable experience in project management, production management and strong interpersonal skills at a senior level; ability to delegate specific HR, IT, finance and conference organisation tasks to the appropriate team members.
- Experience in an operations management role with demonstrable success in managing a small team, HR, finance and IT functions.
- Broad commercial acumen i.e., knowledge of executives and organisations in the financial services, superannuation and investment industries.
- Clear understanding of the unique, high quality nature of the productions.

APPLICATIONS

Please forward a current CV and covering letter to office@oppeus.com quoting **“General Manager Operations and Business”**. For a confidential discussion, please call James Lazarus or Marcele De Sanctis on 03 9661 8000.