
Position:	AEWA Manager
Closing date:	11 December 2007
Responsible for:	The overall supervision and operation of all AEWA facilities, such as, but not limited to the Cafeteria, Retail Store, Tea Room and future AEWA operations in an orderly and proper manner in full accordance with State Department, Embassy and AEWA rules and regulations for the purpose of providing service to the official members of the Association, the Embassy and their guests.
Company Services:	AEWA
Reports to:	Chairman of the Board or designee
Primary Objective:	To provide customer service to the AEWA members and guests while maintaining a profitable and growing concern.
Salary:	\$32,240.80 or \$15.50 hourly
Hours/Schedule:	40 hours per week/varied shift to include evenings and weekends

PRIMARY EXPECTATIONS AND JOB DUTIES

Expectations

- a. To maintain appropriate quality controls and oversight of all employees, records and services, as well as maintaining and safekeeping of all AEWA properties and funds.

Duties

- b. To maintain and improve AEWA's system of accounting and the appropriate controls on cash flow, receipts and disbursements, and to ensure that all are in compliance with relevant State Department, Embassy rules and AEWA rules and regulations.
- c. Establish and maintain an inventory control system to include the proper preparation and distribution of regular inventories and other reports as required. This system shall be designed to provide the fullest flow of information. Fiscal data must be entered on a daily basis and the accounts must be kept current.
- d. The manager will report all financial matters to the AEWA Treasurer, who will assist in reviewing financial procedures and systems, including the annual audit.
- e. Preparation and filing of all required documents and payment of all required taxes shall be the responsibility of the Manager. This will include withholding of

applicable FICA tax payable by AEWA. **The manager must accurately and timely submit all reports required by the Department of State.**

- f. Attend monthly AEWA Board meetings as a non-voting member and provide a written manager's report at each meeting to include project updates, financial reports and any other information of value to the Board.
- g. Attend and manage all AEWA Happy Hours.
- h. To oversee the ordering process for all "tea" and retail items
- i. To implement any new projects directed by the AEWA Board
- j. Actively recruit volunteer committee chairpersons and to attend and provide oversight with the organization and promotion of Membership Appreciation and Special events as directed by the Board.
- k. Organize and publicize the semi-annual AEWA General Membership meetings required by the AEWA Constitution

Controls

- a. The AEWA Manager will submit a written request to the Treasurer for approval of any anticipated employee overtime.
- b. All payroll checks and checks over \$500 will require two authorized signatures.
- c. Any purchase of supplies costing more than \$500, require the advance approval of the Association Board of Directors. All purchases of equipment or the procurement of services (other than emergency services) require advance approval of the Association Board of Directors.

REQUIRED QUALIFICATIONS

Experience and education

- a. Secondary school along with 2-3 years of undergraduate study in the fields of business administration or retail sales is required. (Two-three additional years of experience in the fields of business administration/management or retail sales may be substituted for undergraduate study.)
- b. A minimum of two years experience in the field of retail sales, business administration or management is required.

- c. Excellent working knowledge of English is required. Manager must be able to read and understand, for example, regulations, instructions and related material concerning the field of work, and to prepare correspondence and standardized reports. Manager must be able to communicate effectively with staff and members of the public.

Knowledge, skills, and abilities

- a. Ability to lead and manage a team in a high stress environment.
- b. Good working knowledge of technical and computing skills in areas of retail sales or business management to include cash reconciliation and data entry.
- c. Must be able to drive a small truck and have a valid Kuwaiti driver's license.
- d. Excellent communication and public relation skills
- e. Ability to recognize potential problems and facilitate the process of satisfying members' needs and resolving complaints and/or questions
- f. Capacity to safely lift containers of various weights with a maximum of 70 pounds.
- g. Ability to pass a background check and ability to be bonded as necessary by the Association as required by State Department and/or Embassy rules and regulations.

QUALITATIVE FACTORS

- a. Ability to provide quality customer service
- b. High motivation level with strong drive to achieve results and contribute to AEWA's profitability.
- c. Ability to offer innovative ideas and accept ideas and criticism of others.
- d. Maintain a professional personal appearance and attitude