



Town of Brewster

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COME JOIN OUR TEAM!

Business Manager - Golf

Brewster is seeking qualified applicants for the position of Business Manager for the Captains Golf Course. This new position performs professional and technical work to assist the Director of Golf Operations in the management and operation of two 18-hole municipal golf courses. Duties include but are not limited to; assist the Director of Golf Operations in the planning, analysis, and/or implementation of department projects, special projects, and other initiative, including annual budgeting and capital planning; in coordination with the Town Procurement Officer, assists with and ensures compliance with Federal/State/Local laws related to the procurement of supplies, services, and construction projects; assists in the preparation and execution of contracts for vendors and monitors purchases for compliance with contracts, meets with vendors and contractors as needed. Bachelor's degree in government or business, a minimum of three years related experience, administrative experience and previous procurement experience preferred, or any equivalent combination of education, training, and experience. This is a full time 35 hour a week position with a starting pay range of \$34.34 - \$38.65 per hour. There is an excellent benefits package that includes paid time off, health insurance, and retirement benefits. Please submit cover letter, resume, and Town employment application to Human Resources at employment@brewster-ma.gov. Position open until filled with a priority deadline of 09/01/23. EEO/AA. [Click here for full job description.](#)