



Position Description

Vacancy Title: **Nightclub Manager [Lae, PNG]**

Location: **Lae, PNG**

Reports To: **None**

Objective

The Nightclub Manager is responsible for overseeing daily operations at Eddie's Saloon, ensuring safe, efficient, and profitable service delivery in a licensed club environment. Reporting to the General Manager, the role ensures compliance with liquor and gaming regulations, effective staff management, and a welcoming, well-run venue for all patrons.

Outcomes

Organisational Stakeholders

1. Operations Management

- Daily operations are planned and coordinated to ensure smooth and professional service delivery.
- Opening and closing procedures are implemented and monitored for accuracy and security.
- Venue cleanliness, presentation and safety standards are maintained at all times.
- Equipment and facilities are checked and issues escalated for timely repair.
- Weekly in-house promotions and supplier events are organised and evaluated.

2. Customer and Patron Experience

- A safe, orderly and welcoming atmosphere is maintained for all patrons.
- Customer concerns or incidents are handled professionally and recorded accurately.
- Responsible service of alcohol is enforced at all times in accordance with licensing laws.
- Entertainment and events are delivered smoothly to enhance patron engagement.

3. Staff Management

- Staffing levels are organised to meet operational needs, and rosters communicated promptly.
- Bar, security and cleaning staff are supervised and supported to perform their duties effectively.
- Training in customer service, responsible alcohol service and venue safety is conducted as required.
- Performance standards and disciplinary procedures are applied fairly and consistently.
- A respectful and inclusive workplace culture is promoted in line with company values.

4. Financial and Administrative Management

- Daily cash handling, banking, and till reconciliation are completed accurately.
- Financial records for pokie machines, bar sales and promotions are maintained and reported.
- Supplier invoices and payments are processed in line with delegated authority.
- Expenditure is monitored against budget and cost controls applied.
- Financial summaries are maintained for audit and compliance purposes.

5. Compliance and Safety

- Venue operations comply with PNG liquor licensing, gaming and safety regulations.
- Patron security is monitored through effective coordination with the security team.
- Incidents are logged and reported to management and authorities as required.
- Workplace health and safety practices are maintained for all staff and contractors.

Responsibilities - Key Competencies

Competence	Description
Business	
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Resource Management	Deliver results through the efficient and effective allocation and use of supplies , equipment and people.
Communication	Exchange information through verbal communication

Customer

Competence	Description
Customer Commitment	Demonstrate a commitment to customer service - both internal and external customers.
Commercial Focus	Optimize the commercial viability of the organisation.
Quality Focus	Deliver quality.
Organisational Values	Display the organisation's image and value standards.

People

Leadership	Utilise a leadership position to influence people and events and to increase performance.
Problem Solving	Develop practical solutions to a situation.
Self-Management	Manage your priorities and objectives efficiently and effectively

Professional

Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Financial Application	Apply financial principles and practices.

Operational

Health and Safety	Establish and maintain a safe and healthy work environment.
Stock Control	Acquire and monitor stock to meet business needs

Qualifications

Qualification	Discipline	Notes
Desirable		
Diploma	Hospitality and Tourism	Tertiary qualification in management, business, or marketing advantageous.

Work Knowledge and Experience

- Knowledge of bar operations, liquor licensing, gaming compliance, financial reporting.
- Ability to manage staffing levels, cash handling, promotion planning, and customer engagement.
- Minimum 3–5 years' experience managing a licensed venue or similar operation.

Requirements

Regulatory Compliance Requirements

- Driver's license. Proficiency in English

Other Required Statements

- No other required statements found.

Interactions

Type	Interaction	Comments
Internal		
	General Manager	
	All employees	
External		
	Suppliers	
	Patrons	
	Promotion Partners	
	Police/Licensing Officers	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Innovative	Devises new and creative ways to do things comes up with original ideas.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.

- Reliable Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.
- Resilient Cope positively with stress and catastrophe. Bounces back from setbacks, mistakes or misfortunes.

Interpersonal Styles

- Forthright Speaks out frankly without hesitation, showing a direct manner.

Thinking Styles

- Decisive Reaches conclusions, promptly and firmly.
- Well organised Controls tasks in a well thought out and critical manner.

How To Apply

Applicants are invited to submit their CV and a cover letter addressing the key requirements of the role through the online job portal using the link provided below. Please note: only applications submitted via the job portal will be considered; emailed applications will not be accepted. Only shortlisted candidates will be contacted. All applications will be treated with strict confidentiality and assessed on merit.

Contact for Enquiries

Contact Name: Grace Naleba

Contact Email: grace@maxumise.com

Further Contact Information: Maxumise Office Ph: 7733137

Closing Date: 03 Oct 2026