

JOB ANNOUNCEMENT:

Green Tree Golf Course has an immediate opening for a Pro Shop Attendant. This opportunity could be great for the individual looking to learn and gain further experience in the industry.

Everyday Duties and Responsibilities:

- Answer all incoming calls with the highest of customer service.
- Taking tee times with prospective golfers by phone and in person, being accommodating wherever possible and efficiently organizing reservations as instructed.
- Maintain a clean, orderly, and well-stocked pro shop.
- Maintain daily paperwork.
- Maintain excellent service to achieve total guest satisfaction.
- Assist with inventory and stocking.
- Perform other appropriate tasks as assigned by the Director of Golf Course Operations or his/her designee.

Skills and Attributes:

- Verbal communication and people skills.
- Multitasking with phones/computers simultaneously.
- Ability to work in an often fast-paced environment.
- Flexibility when scheduling: Must be able to work mornings, afternoons, weekends and holidays.
- Ability to stand/walk for long periods of time.
- Computer skills required.
- Prior experience in/around the golf industry is a plus.

Job Type: Seasonal P/T

Preferred experience:

- Golf or Customer Service Related: 1 year

Interested applicants please email a copy of your resume to Director of Golf Course Operations, John C. Hammer, PGA, at hammer_john@aclink.org. No phone calls please.

Deadline: March 22, 2018 at 4:00pm