

Tee Time Reservations & Administration Specialists

GolfNorth Properties

Location: Conestogo, Ontario, Canada

Department: Tee Time Reservations

Reports To: Marketing Department

Classification: Full Time or Part Time Seasonal (must be available to work any shift including early mornings [7am], or close until [7pm] Monday to Friday, weekends [8:30am] to [4:30pm] & holidays until November 30, 2021 [not suitable for students returning to school])

Summary:

GolfNorth Properties is an established golf course management company in the Waterloo area and we are looking for a hard-working and professional applicant to become part of our Tee Time Reservations Team starting as soon as possible. Please read the qualifications carefully before applying with your resume.

Pay: \$14.25 per hour

Benefits:

- 100% green fee discount at Conestoga Golf & Conference Centre
- 50% discount at Conestoga's Bistro during work hours

Primary Responsibilities:

- Answering telephone inquiries and booking tee time reservations for our facilities across Ontario
- Knowledge of course specials and events
- Coordinating with the course manager's daily
- Assisting with administrative duties

Qualifications:

- High school diploma, midst of completing post-secondary education, retiree
- Customer Service experience
- Working with others in a team environment
- Organization skills an asset

- Problem solving skills & decision making
- Professional attitude
- Critical thinking
- Job task planning and organizing
- Computer use
- Strong communication skills, both oral and written
- Golf knowledge an asset

Apply:

Please submit your resume to Anne Burton at aburton@golfnorth.ca Please write "Tee Time Reservations & Administration position" in the Subject line.