

Tee Time Reservations & Administration

GolfNorth Properties

Location: Conestogo, Ontario, Canada

Department: Tee Time Reservations

Reports To: Marketing Department

Classification: Full Time Seasonal (must be available to work any shift including early mornings [7am], weekends & holidays until mid-November). 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 hard-working and professional applicants to become a part of our Tee Time Reservations team! Please read the qualifications carefully before applying with your cover letter and resume.

Pay: \$15.00 per hour

Benefits:

- 100% green fee discount at Conestoga Golf Club
- 50% discount at Conestoga's restaurant during work hours

Primary Responsibilities:

- Answering telephone inquiries and booking tee time reservations for our facilities across Ontario, Nova Scotia, and British Columbia
- 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
- Golf knowledge a huge asset
- 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

Apply:

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