

Pro Shop Attendant

Mystic Golf Club

Location: Jerseyville, Ontario, Canada

Department: Golf / General Manager

Reports To: General Manager

Classification: Full Time or Part Time Seasonal

Summary:

Mystic Golf Club is looking for fun and energetic employees with strong work ethics and a love for the service industry. The Golf Shop Attendant will provide our customers with a high level of customer service, and will be responsible for processing credit card, debit card and cash transactions using a custom Point of Sale system. Other responsibilities will include cleaning and stocking the pro shop area and may include moving and cleaning golf carts.

Primary Responsibilities:

- Answer customers' questions
- Compute and record totals of transactions.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Establish or identify prices of goods and services, and tabulate bills using calculators or POS systems.
- Greet customers entering the establishment.
- Issue receipts, refunds, credits, or change due to customers.
- Maintain a clean and orderly golf shop area inside and outside.
- Receive payment by cash, cheque, credit cards, vouchers, or automatic debits.
- Resolve customer complaints.
- Compile and maintain non-monetary reports and records.
- Stock shelves, and mark prices on shelves and items.
- Perform minor maintenance work, and clean-up duties.

Qualifications:

- High school diploma or GED required
- Strong customer service and troubleshooting skills
- Exceptional conflict resolution, negotiation, and objection handling skills
- Highly flexible, with solid interpersonal skills that allow one to work effectively in a diverse working environment
- Able to work with minimal supervision
- Effective work habits

- Excellent organizational skills
- Able to effectively communicate both verbally and in writing
- Able to work well under pressure
- Strong attention to detail
- Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Computer literate, including effective working skills of MS Word, Excel and email
- Proven data entry and typing skills
- Professional appearance and manners
- Strong work ethic and positive team attitude

Apply:

Please submit your resume & cover letter to Paul Mickelbrensis,
manager.mystic@golfnorth.ca Please write "Proshop Attendant" in the Subject line.