



JOB POSTING

Date of Notice: April 26, 2017

Position Title: **Golf Shop Assistant / Assistant Golf Professional**

Job Location: BANDON DUNES GOLF RESORT

Position Reports To: Head Golf Professional

Application Closing Date: Until Filled

Send Application To: Attn: Human Resources
Bandon Dunes Golf Resort
57744 Round Lake Road, Bandon, OR 97411
Fax: (541) 347-5850
jobs@bandondunesgolf.com

Primary Duties:

- Be fully knowledgeable of golf shop merchandise. Sell merchandise and/or provide suggestions to patrons as appropriate to meet their needs. Assist customers with special merchandise orders.
- Collect money or process credit cards, record sales transactions and issue receipts for all merchandise sales, greens fees, car/pull cart rental fees and club rental fees.
- Answer phones, maintain pleasant and professional telephone manner at all times. Schedule tee times and handle customer inquiries and/or complaints in accordance with operating policies and procedures. Take messages for patrons who may be on course.
- Interact with guests in a congenial and professional manner. Assist patrons with information regarding tournaments, special events, activities, policies, etc.
- Assist in packing and/or unpacking inventory, arranging and displaying golf shop inventory. Assist with physical inventory at month end in accordance with inventory procedures.
- Ensure that the golf shop is maintained per Company cleanliness and appearance standards. Maintain clean, presentable and fully stocked merchandise displays.
- Assist with organizing and implementing tournaments, group outings and special events. Ensure efficient operation and coordination of golf shop, cart service and other services as applicable.
- Assist with organizing and maintaining ancillary services such as the handicapping system, membership programs and driving range facilities.
- Perform other duties as appropriate.

Minimum Qualifications:

- High school diploma or equivalent preferred.
- 1 year experience in golf shop and/or customer service/retail sales environment preferred.
- Demonstrated quality written, verbal, and interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.

Candidates interested in applying for this position must meet the minimum qualifications for the position. To apply, please send a completed application, cover letter and resume to the address shown above prior to the closing date. Complete position description available upon request.

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