



## JOB POSTING

Date of Notice: July 18<sup>th</sup>, 2017

Position Title: **GUEST SERVICES AGENT**

Job Location: Bandon Dunes Golf Resort

Position Reports To: Director of Guest Services

Application Closing Date: Until Filled

Send Application To: Attn: Human Resources  
Bandon Dunes  
57744 Round Lake Drive Bandon, OR 97411  
Fax: (541) 347-5850  
[jobs@bandondunesgolf.com](mailto:jobs@bandondunesgolf.com)

### **Primary Duties:**

- Greet and interact with guests, assisting with golf bags and luggage
- Provide information, directions and or assistance to guests as appropriate
- Transport guests, luggage & clubs to and from rooms, golf course, practice facility, and bag storage areas in Resort Shuttles.
- Greet guests at each course, clean golf clubs, unload golf clubs from carts and assist with transporting and loading into vehicles or returning bags to the storage area as appropriate.
- Assist the Front Desk in all arrivals and departures for Resort.
- Maintain cleanliness and appearance of all Guest Services areas.
- Assist guests with shipping needs.
- Operate Practice Facility, efficiently monitoring range operations, Shorty's course and Practice Center guest facilities.
- Assist with resort security as necessary.
- Additional tasks as assigned.

### **Minimum Qualifications:**

- High School Diploma or equivalent preferred.
- Prefer prior experience in customer service; hospitality or golf industry 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.
- Stand, sit, walk, push, pull, lift, grasp, bend and kneel for up to 5 hours at a time
- Lift up to 50lbs occasionally, 30lbs frequently, and 20lbs constantly
- Valid driver's license and be 18 years of age or over.
- Ability to pass drug screening.

*Candidates interested in applying for this position must meet the minimum qualifications for the position. To apply, please send a complete 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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