

# Essex Golf & Country Club

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## **Position Available:**

Assistant Professional/Candidate for Membership

## **Club:**

Essex Golf Club is a private, 18-hole facility with history dating back to 1902. The course was designed by the legendary Donald Ross and has hosted many professional and amateur championships. The club takes pride in maintaining traditional values while striving to ensure its commitment to excellence.

## **Address:**

7555 Matchette Road, LaSalle, Ontario N9J 2S4

## **Phone:**

519 734 7816

## **Job Description:**

The successful candidate will have the opportunity to work and grow professionally at one of the most renowned private golf facilities in Canada. The candidate will be assisting the Director of Golf in all aspects of the Golf Operation and maintaining exceptional customer service levels.

## **Specific Duties to Include:**

- Daily operations including: opening & closing procedures, ensuring the Pro Shop is always neat, clean and organized at all times. Managing the daily tee-sheet and operating the POS for all transactions.
- Providing excellent customer service to all members and guests. Offering professional advice and assistance, answering questions, solving problems and overseeing golf services.
- Assisting in the receipt, display, inventory, control, promotion and sales of merchandise in the golf shop.
- Assisting in the management and execution of all club leagues, events, tournaments and outings. Specific tournament duties would include: starting and scoring of groups, preparing post round results, draws and tee-times.
- Producing event and tournament information for internal and external promotions.
- Providing private golf instruction and assisting with the club's junior golf programs.

### Successful Candidate will possess the following skills:

- A keen desire to deliver outstanding customer service
- Ability to take initiative and solve problems effectively
- Be extremely organized, with experience in managing events, leagues and retail.
- Have an engaging personality with good work habits.
- Ability to learn and develop skill sets.
- Ability to assist with club's Junior Program and lesson programs.
- Proficient in Word and Excel software
- Experience with JONAS POS, GGGolf Reservation Software is an asset.

### Employment Package:

Hours/Wages: 38-44 hours per week. Salary of \$625 - \$725 per week (negotiated based on experience).

Contract Term: Start Date – February 10<sup>th</sup> 2020 – Nov 14<sup>th</sup> 2020. (Winter hours with Indoor Golf Academy Performance Center)

Lessons: 100% lesson revenue.

Additional benefits: (PGA of Canada Dues, Tournament Allowance, Equipment, Clothing, Meals) to be negotiated based on experience of candidate.

### Applications:

Interested candidates are welcome to forward their cover letter, resume and references to: [\*\*mcintyre@essexgolf.com\*\*](mailto:mcintyre@essexgolf.com)

Only candidates under consideration for an interview will be contacted.

### Application closing deadline:

December 23<sup>rd</sup>, 2019