



**Job Posting:** Manager, Golf Shop Operations

**Start Date:** February 2022 or Sooner

**Responsible to:** Head Golf Professional Earl Scott

**Works Closely With:** Head Golf Professional, Associate Golf Professional, RCC Management Team, Golf Shop & Back Shop Staff, Members & their Guests.

### **Riverside Country Club**

Since 1912, Riverside Country Club has offered exemplary membership to one of Canada's most scenic and challenging courses. From exceptional individualized service to an exciting work environment, our staff are committed to providing an atmosphere of *belonging* to each member and their guests.

### **Manager of Golf Shop Operations Summary & Qualifications**

The Manager of Golf Shop Operations will assist the Head Golf Professional with both Golf Shop and staff management. Team leadership and management and product knowledge are necessary skills of the Manager of Golf Shop Operations to provide first-class service to members and their guests. Strong knowledge of Jonas Software, Flight Scope, Golf Genius, and other administration software is an asset.

### **Responsibilities**

- Manage, supervise, and train staff in both the Golf Shop and Back Shop
- Manage purchasing and inventory control, corporate sales, and special orders
- Manage the entry of invoices and inventory, and the collection of sales within Jonas
- Provide exemplary communication, customer service, and professional advice and assistance to staff, members, and their guests
- Assist the Golf Professionals with golf club repair and other assigned tasks to the standard set by Riverside Country Club
- All other duties as assigned

### **Employment at Riverside**

- Permanent full-time employment
- Competitive salary with a comprehensive benefits package
- Golf equipment package, golf privileges, and meal & clothing allowance
- PGA of Canada dues

Thank you for your interest in Riverside Country Club. Please email your resume and cover letter to Earl Scott at [gp@riversidecc.ca](mailto:gp@riversidecc.ca) **before December 31<sup>st</sup>, 2021**. Only candidates selected for interviews will be contacted.