



ASSISTANT GOLF DIRECTOR x 3 POSITIONS

PRIMARY ROLE

To assist the Golf Director and be responsible for the overall. Efficient running of the golf operation. To focus on providing an exceptional level of service to every member and visiting golfer. To ensure that the golf business is running profitably. To manage and assist in developing all golf-related matters and caddies.

KEY RESPONSIBILITIES

- Manage all outside golf operations staff members, ensuring they are in position and that service levels are maintained.
- Assist with queries received and ensure they are resolved.
- Maintain a high profile with members and guest golfers and resolve any issues in a timeous manner.
- To schedule / roster golf operations staff for daily operations ensuring all areas are accounted for.
- To manage the overtime and leave schedule of golf operations staff.
- Manage and uphold department and Club policies and procedures for staff.
- To ensure staff are correctly trained and regular training in scheduled.
- Oversee and assist with the marshaling of the golf course.
- Manage equipment which includes marshal carts, two-way radios, driving range balls, sandbags and league clothing.
- Manage the bag room including the allocation and billing of member's pull carts and golf bags.
- Liaise with Golf Administration management, Golf Supervisors and Golf Day Coordinators ensuring tasks are completed and being on hand to assist.
- Assist the Golf Management and Function Coordinators in planning and running golf events i.e. tournaments, and competitions.
- Manage the caddies by scheduling meetings with the caddie committee, providing training, and managing the
- Caddie Contracts and Funeral Policy and other data and document, manage the Caddie Facility, Caddie
- tournaments and ensure that the day-to-day service levels are maintained.
- Capture scoring of corporate golf days and club competitions.
- Resolve complaints and queries from members and guests regarding golf matters.
- Assist members with queries such as handicap, club competitions etc.
- Ensure necessary stock is available: Scorecards, pencils and tees.
- Ensure the golf booking system is being operated according to Club policy and procedures.
- Work with the Golf Administration Manager and assist where possible.
- Enforcement of the Club's rules and regulations.

QUALIFICATION

- Minimum Matric/ Grade 12 Certificate
- Knowledge of the game of golf and golf terminology is essential.
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PERSONAL ATTRIBUTES& SKILLS

- This position requires the job holder to have excellent communication and people skills.
- Effective and efficient general management duties such as planning, organizing, leading, and controlling is essential.
- Upholding current service levels as well as improving them.
- Exceptional people and communication skills with good command of the English language and proven management skills are both essential. Both upward and downward communication must be effective.
- Available to work weekend and public holidays.
- Own transport is preferable.

EXPERIENCE

- At least 2 years' experience in a similar role or environment.

PROPERTY

- Woodmead

APPLY NOW!

APPLICATION PROCESS

Interested applicants must submit their CV's to careers@ccj.co.za by no later than **09th June 2025**.