



## GOLF BOOKING ATTENDANT X 2

### **PRIMARY ROLE**

To manage, oversee and assist with all administrative aspects of the Golf Department – (golf bookings, check-ins, queries, reports, handicaps, tournaments, committees, competitions, events, communication, staff records and marketing.

### **KEY RESPONSIBILITIES**

- Answering telephones, making golf reservations or bookings. Monitor bookings and contact members for missing information or to pair with other players.
- Check-in players on arrival for their golf rounds. Charge no shows daily after check-ins.
- Receive and record payments from players for their golf rounds and charge member accounts.
- Cash up at the end of the shift. This is to be checked and signed by the manager on duty.
- Open tee sheets in advance to book or reserve time for Schools, Club Captain, Chairman, and Lady Captain.
- Assist with planning and preparation of club events.
- Daily end-of-day reports being sent to Management.
- Monitoring and responding to emails in a timely manner.
- Send current and upcoming rounds daily to Catering.
- Print tee sheets and format sheets for the following day and anything else that may need to be prepared. Send tee sheets to Caddies for the following day.
- Any other duties and responsibilities as allocated by management from time to time.

### **QUALIFICATION**

- Matric

### **PERSONAL ATTRIBUTES & SKILLS**

Friendly and presentable, works well under pressure, good communication skills, telephonic skills, proficiency in English, service driven, provides good customer service, computer literate: MS Word, Excel and Jonas software.

### **APPLICATION PROCESS**

**Interested applicants must complete the application form and submit it along with their CVs to [careers@ccj.co.za](mailto:careers@ccj.co.za) no later than 18<sup>th</sup> September 2025.**

### **MINIMUM / PREVIOUS EXPERIENCE**

- Previous experience in a similar role.
- Golf knowledge is beneficial.

### **PROPERTY**

- Woodmead

**APPLY NOW!**