



ASSISTANT GOLF DIRECTOR

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 run profitably. To manage and assist to develop all golf-related members 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 member and guest golfers and resolve any issues in a timeous manner.
- To schedule/ roster golf operations staff for a daily operation 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.
- Assist with the marshalling of the golf course.
- Manage club 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 Junior Assistant Golf Director and Golf Day coordinators ensuring tasks are completed and being on hand to assist.
- Assist the Junior Assistant Golf Director in planning and running of golf events i.e., tournaments and competitions.
- Manage caddies by scheduling meetings with caddie committee, providing training, manage the Club's funeral policy, 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 a handicap, club competitions etc.
- Ensure necessary stock available: Scorecards, pencils, and tees.
- Enforcement of the club rules and regulations.
- Ensure the standards of the driving range facility are well maintained and daily set up procedure is implemented.

- Manage the key areas of the Mashie course, Scorecards, marshal/starter, tee sheet and competitions.
- Assist with drafting reports, record keeping, cashing up and ensure controls are in place and maintained.
- Assisting Golf Director to improve the golf operations.
- Attend and minute golf related committee meetings.
- Assume golf director duties and take full responsibility for the entire golf operation when the Golf Director is off.

QUALIFICATION

- Minimum Matric
- Tertiary qualification (an advantage)

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 are 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.

EXPERIENCE

- 5 years' experience in a similar role.
- 3 years' Managerial experience (an advantage).

PROPERTY

- Woodmead

APPLY NOW!

APPLICATION PROCESS

Interested applicants must submit their CV's to careers@ccj.co.za by no later than **17th March 2023**.