

## **Tee Time Reservations & Administration**

### **GolfNorth Properties**

**Location:** Conestogo, Ontario, Canada

**Department:** Tee Time Call Centre

**Reports To:** Marketing Coordinator

**Classification:** Full Time Seasonal (must be available to work any shift including early mornings [7am], weekends & holidays)

#### **Summary:**

GolfNorth Properties is an established golf course management company in the Waterloo area and we are looking for a hard-working and professional applicant to become part of our Tee Time Reservations Team starting Tuesday April 23, 2019 (or later if required). Please read the qualifications carefully before applying with your resume.

**Pay:** \$14 per hour

#### **Benefits:**

- 100% green fee discount at Conestoga Golf & Conference Centre
- 50% discount at Conestoga's Bistro during work hours

#### **Primary Responsibilities:**

- Answering telephone inquiries and booking tee time reservations for our facilities in Ontario
- Knowledge of course specials and events
- Coordinating with course manager's daily
- Assisting with administrative duties

#### **Qualifications:**

- High school diploma, midst of completing post-secondary education, retiree
- Customer Service experience
- Working with others in a team environment
- Organization skills an asset
- Problem solving skills & decision making
- Professional attitude
- Critical thinking
- Job task planning and organizing
- Computer use

- Strong communication skills, both oral and written

**Apply:**

Please submit your resume to Sara Nadalin, Graphic Designer at [design@golfnorth.ca](mailto:design@golfnorth.ca).