

## **Tee Time Reservations & Administration Specialists**

### **GolfNorth Properties**

**Location:** Conestogo, Ontario, Canada

**Department:** Tee Time Reservations

**Reports To:** Marketing Department

**Classification:** Full Time Seasonal (must be available to work any shift including early mornings [7am], weekends & holidays until November, 2020)

#### **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 as soon as possible. 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 the 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 Shelby Smit at [ssmit@golfnorth.ca](mailto:ssmit@golfnorth.ca). Please write "Tee Time Reservations & Administration position" in the Subject line.