

Golf Operations Assistant / Retail Coordinator

Located on the Adelaide sand belt and established in 1923, the Kooyonga Golf Club is recognised internationally as one of Australia's leading championship courses and private golf clubs having hosted five Australian Opens, nine South Australian Opens and many other State and National golf events.

With a healthy level of membership, redeveloped clubhouse, first class dining and function facilities, upgrade to its golfing facilities and enviable reciprocal arrangements, the Club has maintained its proud tradition and heritage whilst responding to the changing needs of its members.

Following an extensive review of the current structure, the Committee has recently announced its decision to resume control and management of the Golf Shop operations from 1 August 2015.

The Club has appointed a Golf Operations Manager to oversee the management of the Golf Shop and golf services and now seeks to engage a suitably qualified Golf Operations Assistant / Retail Coordinator to assist with the golf operations and retail services at the Club.

Reporting directly to the Golf Operations Manager, key responsibilities of this important role include:-

- Assist with the day to day management of the golf shop
- Coordinate stock ordering
- Assist with inventory management
- Assist with the management of all guest, visitor and corporate golf activities
- Provision of outstanding services to members, guests and visitors
- Assist in the supervision and training of golf shop staff

Applications are encouraged ideally from applicants with extensive retail experience who have a demonstrated understanding of the golf industry. Excellent communication skills complemented by knowledge on the trends in golf equipment and apparel are essential qualities sought, as is the ability to deliver outstanding customer service.

An attractive salary package will be negotiated with the successful candidate.

For more information on Kooyonga Golf Club, please visit www.kooyongagolf.com.au.

Please forward applications including a CV and cover letter to Ms Susie Mathews, Golf Operations Manager by email susie@kooyongagolf.com.au. Phone enquiries are welcome on (08) 8352 5444.

Applications close on Monday 25 May 2015.