



Position: Pro Shop Assistant	Remuneration: \$17.20/Hr.
Term: Seasonal Full or Part-time	Benefits: Shift meal discount, discount on merchandise & golf privileges

A Pro Shop Assistant assists in the day-to-day operations of the golf shop while ensuring our clients enjoy their experience with Greensmere in a courteous and friendly environment.

Reports to the Head Golf Professional and General Manager

Duties Include:

Pro Shop Assistants represent the golf course when the Director of Golf and Head Golf Professional are not present. They are required to oversee and supervise the Back Shop Attendants and the Player Assistants

- Knowledge of the duties of both the Back Shop Attendants and the Player Assistants is required.
- Opening and closing the pro shop, including setting the alarm system.
- Providing quality service to members and guests.
- Answering the phone and booking tee times.
- Balancing tee sheets and till daily.
- Facilitating the smooth operation of daily play.
- Managing the driving range.
- Managing the back shop staff when required.
- Maintaining a clean golf shop.
- Recording phone messages for pro shop and office staff.
- Receiving materials for the golf shop.
- Displaying merchandise in an attractive manner.
- Selling pro shop merchandise and knowledge of same.
- Operating the computerized point-of-sale system; and
- Other duties that arise or as may be assigned by management.

Requirements:

- Must have own transportation.
- Ability to multitask.
- Strong communication skills.
- Excellent organization skills; and
- 1 year experience in hospitality/retail sales preferred..