



JOB TITLE: Administrative & Member Relations Assistant

DEPARTMENT: General and Administrative

REPORTS TO: Management Team

TIME: 20-25 Hours Part-Time

JOB SUMMARY

Assists the Senior Office Manager with the daily operations of the golf company. Includes, but not limited to member communication, human resources, and accounting.

ESSENTIAL JOB FUNCTIONS

- Professionalism and Discretion
- Strong Communication Skills
- Customer Service
- Attention to Detail

KNOWLEDGE, SKILLS AND ABILITIES

- Answer and route phone calls
- Greet Members
- Payroll Support
- Human Resource Support
- Member Statement Processing
- Stock office supplies, building supplies, member amenities

EDUCATION AND EXPERIENCE

1. High school education required, college degree preferred.
2. Demonstrated quality written, verbal, and interpersonal communication skills.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this job description. They are not intended to be an exhaustive list of all duties.