

Vacancy at Strathmore Golf Centre

Strathmore Golf Centre in Alyth are seeking to employ an Administration/Shop Assistant. This is a permanent position, and the hours of work are expected to be in the region of 16 - 24 hours per week average.

The days of work can be flexible, and the days may be split when appropriate. Some weekend work will be required on a rota basis.

Mainly working within our shop, the successful candidate will be tasked with day-to-day golf bookings, shop sales and associated duties, whilst also assisting with the many and varied administrative tasks encountered in our small and very busy environment.

A pleasant telephone manner is essential, as is the ability to deal directly with customers. Also essential are computer literacy, numeracy, and verbal and written communication skills. Experience in packages such as Word and Excel is also extremely desirable.

Desirable also would be previous administration experience in a golf environment, experience of the BRS On-Line Bookings and Administration System, and Club2000/ClubV1. However, training will be given on our systems to the suitable candidate where necessary.

If you require any further information or to submit an application, in the first instance please email only to enquiries@strathmoregolf.com, and please provide a contact telephone number. References and a C/V will be required.

Thank you

David

David Norman
Golf Operations Director.