



**Job Title:** Golf Operations - Sales

Reporting directly to the Operations Managers, this role is responsible for delivering all front of house requirements on a day to day basis. In particular, post holders are responsible for the delivery of first class customer service, point of sale activity, hitting sales targets and promotions, facility presentation, customer health and safety and initial point of contact for all visitors to the Academy.

In particular this role will be responsible for helping grow driving range and course revenue.

The following list of duties provides the post holder with an indication of the requirements of this position however this list is not exhaustive and the post holder will be expected to assist centre management in all areas of centre operation as required.

As part of the terms and conditions of the post holders employment with Mearns Castle Golf Academy the duties involved in the capacity of **Golf Operations –Sales** include:

- The delivery of a first class reception service following company guidelines and procedures at all times in relation to customer interaction, sales and booking systems
- Ensuring customer service levels are maintained at all times
- Providing administrative support to the management team as required
- Grow and build the membership to Mearns Castle Golf Club
- Increase driving range sales
- Main point of contact for all corporate golf bookings
- Being pro-active in ensuring the centre and practice range remains presentable at all times by following guidelines relating to general housekeeping
- Following correct reporting and communication procedures
- Working within the company Health and Safety procedures at all times
- Working as part of a wider staff team in the development and operation of the practice centre

40 hours per week

Start date 1<sup>st</sup> April

Salary based on experience and will be discussed during interview process.

Closing date for application Friday the 16<sup>th</sup> of March.

To apply please send CV and covering letter to [russell@mcgolfacademy.co.uk](mailto:russell@mcgolfacademy.co.uk), or post to

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