



Position: Pro Shop Assistant	Remuneration: \$16.55-\$18.00/hour
Term: Seasonal Full or Part-time	Benefits: Shift meal discount, merchandise at cost & 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.

Reporting to the Head Golf Professional and Director of Golf.

Duties Include:

- 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.