

Job Description

Employer: Morgan Creek Golf Course.
Position: Golf Shop Sales Associate/Assistant Retail Manager
Reports to: Director of Golf Operations and Retail Manager
Contact: Phone: 604-531-4653, email: tdoull@morgancreekgolf.com,

The successful candidate must be a self-starter, outgoing and work well in a team environment. Time management is an integral part of this job because you are working 35+ hours per week in the Golf Shop and assisting the Retail Manager. This is a 10-month, seasonal role which starts in Late February and ends in late October; however, there is an opportunity for development and potential promotion.

Characteristics we are looking for:

- Outgoing personality.
- Self-Starter.
- Must have an eye for detail.
- Team player.
- Enjoy assisting Members and Guests.
- Punctual.
- Familiarity with Club Prophet Systems, Reserve Interactive and Golf Genius Tournament Software considered an asset.

General Responsibilities:

- Promote all facets of the Morgan Creek Golf Club, green fees, restaurant, golf shop and golf instruction.
- Be security conscious to reduce the threat of theft.
- Tee Sheet Management: accurately check in guests, charge the appropriate rates, manage the tee sheet in an efficient manner.
- Enforce the rules and regulations governing the use of the golf course.
- Personal Development. Set professional and personal goals to achieve, short term and long term.
- Make sure your personal presentation follows the Morgan Creek dress code.
- Have a positive attitude when you are at work.

Detailed Responsibilities:

- Assist the Retail Manager by:
 - Assist with tagging. Make sure all products on the floor have a price tag.
 - Merchandise the golf shop, create a plan along with the Director of Golf and Retail Manager and follow that plan.
 - Assist with Special Orders and follow up with customers.
 - Assist with regular inventory counts.
- Develop skills to become a successful Retail Manager in the future.

Compensation

- Hourly rate with a range of \$18.50 to \$20.00 per hour, based on experience.
- Retail Commission paid quarterly.
- Team Incentive for Green Fees and Golf Carts.