



Stockport Golf Club

Vacant Positions

Office Assistant (Part Time)

To support the growth of the business at Stockport Golf Club we are looking to recruit a part time Office Assistant to join our brilliant team in the Office; the successful applicant will enjoy great opportunities to work in the unrivalled setting of Stockport Golf Club.

We are a busy Members Club with over 600 Members and approximately 4,000 visiting golfers each year. We also have a thriving bar and catering department and work closely with the Professional Shop and the Greenkeepers. The Office is central to the administration of the Club, the seamless coordination of all Club activities and as a first point of contact for Members and guests.

The role will be cover 20 hours per week, will be flexible around both the postholder and the business needs, and will work in close coordination with our current Office Team. The role is planned to commence immediately.

The preferred candidate, who ideally shall have a good understanding of the game of golf, should be able to demonstrate the following attributes:

- High level of IT proficiency
- An excellent telephone manner
- Customer service focused
- A keen eye for attention to detail
- A quick learner
- A good communicator who will contribute to team discussions
- Enthusiastic and hard working
- Flexible in their approach to work
- Excellent timekeeper
- A great team player and individual worker

The role offers a competitive rate of pay which will be dependent on experience.

Interested applicants should apply in the first instance to the General Manager, Ryan O'Connor containing a covering email and your CV to gm@stockportgolf.co.uk. Applications will close on Friday 23rd September 2022.

By applying for this position, you are consenting for Stockport Golf Club to receive and hold your personal data for the purpose of the job application only. All applicants must have the right to work in the UK.

