

# MAPLE LEAF GOLF

## JOB DESCRIPTION

<b>Job Title</b>	<b>Book Keeper / Administrator</b>
<b>General Role</b>	Daily cash counting and reconciliation of takings plus administration of membership plus general administration including function and conference bookings.
<b>Responsible to</b>	Sales and Events Co-ordinator
<b>Operational base</b>	Horton Park Golf Club or other location as advised
<b>Working days/hours</b>	<b>Monday to Friday – Part time, daily 3 hours, 15 hours a week</b> Occasional weekend/bank holiday hours may be required
<b>Contract</b>	Employed

### Outline responsibilities

- Daily count of cash and reconciliation of daily takings
- Membership and privilege card holders administration
- Telephonist/General Office Administration
- Support for Sales and Administration Manager including covering during absence

### Detailed responsibilities

#### Daily count of takings and reconciliation

- Count daily cash takings
- Prepare daily banking slip
- Prepare daily bank reconciliation sheet
- Request & collect change from bank

#### Membership and Privilege Card holders administration

- Assist with Privilege Card and Membership databases
- Deal with general correspondence to and from customers
- Responsible for co-ordination of input and production of newsletters & e shots
- Keep up to date market data on golf competition
- Help co-ordinate mail shots to databases

#### Telephonist/General Office Administration

- Answer calls to office and direct as appropriate
- Responsible for incoming and outgoing mail
- Assist with general running of office including filing & ordering of stationery and office supplies
- Assist with on site signage
- Maintain scrap book of advertising

#### Support for Sales and Administration Manager

- Deal with telephone enquiries from golf groups, conference and function customers
- Mail out details to organisers and call potential customers
- Help with periodic mail-shots to 'pay & play' and other customers
- Cover vacation absences of Manager

## MAPLE LEAF GOLF

### Remuneration Package

- £7.50 per hour
- Free parking
- Free golf
- Free lunch

### PERSON SPECIFICATION

Essential Skills	Preferred Skills	Highly Desirable Skills
Computer skills: Excel, Word, Access and Publisher	Membership database system	Knowledge of ESP
Strong interpersonal skills		
Good telephone manner		
Administration/clerical skills		
Process & systems thinker		
Highly numerate		

Essential Experience	Preferred Experience	Highly Desirable Exp
Cash counting and banking		
Book keeping experience		
2 years Admin experience	2-3 years admin experience	4 years + admin experience
Customer service experience		Knowledge of conference and function business
Telephony experience		

Essential Personal Qualities	Preferred Personal Qualities	Highly Desirable Personal Qualities
Well organised – able to manage own workload		Interest in golf
Smart appearance		
Outgoing		
Willing to learn		
Flexible – able to adapt		
Team player		