



Job Opportunity: Communications and Administrative Assistant
Application Deadline: March 21, 2023

Moncton Golf Club is seeking a reliable, self-motivated, full-time, seasonal Communications and Administrative Assistant to join the team at Moncton Golf Club. The Club Communications and Administrative Assistant will work directly with our executive team and will be responsible for performing administrative and reception duties.

Reporting to the General Manager, you will assist the General Manager with the many duties associated with the day-to-day operation of the Golf Course while offering a high level of customer service for members and guests.

Duties and Responsibilities

Administrative

- Process memberships online and in person.
- Prepare daily cash out report.
- Processing members Accounts Receivable reports and collecting payments.
- Assist with the managing of the Lightspeed booking system.
- Maintaining the membership database.
- Assist the representatives of the Men's, Ladies and Senior league.
- Answering general email inquiries.
- Assist with the coordination and implementation of Club events.
- Prepare and create internal and external documents.
- Assist with the Special General Meeting.
- Maintaining a filing system.
- Operate within all guidelines, policies, standards, and constraints as established by Moncton Golf.

Communications

- Prepare weekly communications for members and guests.
- Write and distribute correspondence as required.

- Creation of internal and external advertisements and publications.
- Send out communications to staff.
- Manage and update website calendar.
- Assist the Marketing Manager.

Qualifications & Skills Required

- Demonstrate the ability to provide excellent customer service.
- Must possess strong verbal, written, and interpersonal communication skills, with experience writing letters, memos, and emails.
- Proficient with Word, Excel, and Outlook.
- Familiarity with social media platforms such as Instagram and Facebook.
- Must have strong computer skills and experience working with a POS system.
- Must possess the ability to work in a fast- paced environment.
- Must be highly organized, efficient, and detailed oriented.

Compensation

- Compensation will commensurate with experience and qualifications

Please send your resumes by email to **kathy@monctongolfclub.nb.ca**

