

Job Posting

Front Desk/Assistant Event Coordinator | White Pines Golf Club

DUTIES AND ESSENTIAL JOB FUNCTIONS

- Answer phones and greet customers in a professional manner
- Provide facility tours to potential customers with a working knowledge of our operation Ability to create invoices; Collect and process payments for events
- Maintain accurate files and facility calendar of events
- Assume additional duties as required

QUALIFICATIONS

- Must be 18 years old and have a high school diploma or equivalent
- Must have prior customer service experience
- Must be proficient in Outlook, Word, Publisher and Excel

JOB STATUS Part-time **DEPARTMENT** White Pines Golf Club Banquets

FSLA STATUS Non-Exempt **SALARY** \$8.25 - \$12.00 per hour based on experience

HOURS Weekday & Weekend Shifts. Shifts and hours may vary based on facility needs.

HOW TO APPLY Applicants should submit application and resume with (3) professional references to Dori Bloode at dbloode@whitepinesgolf.com.