

Employment opportunity at Peterculter Golf Club

A vacancy will become available in early October for a Membership Administrator.

12 hours per week, days to suit applicant and Club Administrator. Additional hours required at busy times of the year.

Hourly rate of pay.

The applicant must have good computer skills and knowledge of Word and Excel.

Training will be given on the use of Club V1 Systems, the membership and handicap software.

Tasks will include, but not be limited to:-

All communication with new members, from initial enquiry through to joining the club;

Preparation and implementation of annual billing runs for all members;

Other admin duties to assist the running of a busy office.

A detailed job description will be available prior to interview.

For further information please contact Jennifer Watson, Club Administrator in the first instance.

Tel. 01224 735245 option 2 or e-mail info@petercultergolfclub.co.uk