

The Bairnsdale Golf Club is a community sporting club seeking applications for an exciting role as an office all-rounder and point of sale back-up.

You will primarily be required to work in a small office environment, at times autonomously. Furthermore, there will be a need to assist in the club's bar (point of sale) as required.

Sporting clubs offer a unique employment environment where members and guests attend for the purpose of enjoyment rather than business. This translates into a terrific place to work.

If you like the sound of working in a friendly environment and have prior experience in the administration space, we want to hear from you!

#### **What's in it for you?**

- Approximately 2 days per week casual employment with the possible opportunity to increase days per week in the near future and progress to permanent employment.
- Ideally 9am to 5pm on rostered days of work, however some flexibility exists regarding time.
- Immediate start.
- Autonomous workspace.

#### **What will you do?**

- Management of club's databases.
- Manage office space and greet members/customers
- Processing membership subscription payments & billing.
- Effectively manage emails & answer phone calls
- General administration tasks.
- Cash handling and reconciliations.
- Be the initial contact for all member enquiries regarding administrative matters.
- Assist accounts with payroll and invoicing.
- Assist in the Club's Bar (point of sale) serving members and guests.

#### **What do you need?**

- Previous experience in an administration role highly regarded.
- Responsible Service of Alcohol (RSA) and Bar experience preferred but not essential.
- Experience in Accounting Software highly regarded.
- Outstanding organisation and communication skills.
- Attention to detail with a 'can do' attitude.
- Highly dependable.
- High capacity for multitasking.
- Impeccable customer service.

If you're as passionate about this position as we are then please don't delay and APPLY NOW! We are interviewing immediately.

For a confidential discussion please call Jeff Graham on 0402 133 627 or the office of the Bairnsdale Golf Club 5156 6252. Resumes/CV's to [manager@bairnsdalegolfclub.com.au](mailto:manager@bairnsdalegolfclub.com.au)

We are an equal opportunity employer and value diversity at our organisation. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, veteran status or disability status.

\*You will only be contacted if you are shortlisted\*