

ELBOW SPRINGS GOLF CLUB

CONTACT

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🌐 www.elbowsprings.com

Calgary, Ab, Canada



SKILLS WE VALUE

Being on time + prepared

Being coachable

A positive attitude

Working hard

Doing extra

Caring about what we do

ADMIN ASSISTANT

DEPARTMENT: ADMINISTRATION

WHAT'S IN IT FOR YOU?

- Salary range of \$45000 - \$50000
- Gain valuable experience in a dynamic golf club environment
- Free golf. Don't golf? It's time to try it out. It's free!
- Discounts on golf equipment, apparel and food
- Work in a fun environment with a team that loves what they do

ABOUT THE ROLE

We are looking for a detail-oriented and organized individual who thrives in an administrative role. This is a key, on-site role that supports the daily operations. The ideal candidate is professional, personable, and committed to providing outstanding service.

We are looking for someone who can:

- Provide general administrative support to the club and management team
- Assist with **memberships**, including inquiries, renewals, and database management
- Support **accounts payable (A/P) and accounts receivable (A/R)**, ensuring accuracy and timeliness
- Handle **daily cash outs** and reconciliation
- Support **event preparation** and execution, coordinating with various departments
- **Book tee times** and respond to customer inquiries
- Maintain organized records and assist with reporting
- Uphold a high level of professionalism and customer service when interacting with members, guests, and staff
- Assist in other administrative duties as needed to support the golf club's operations

WHAT YOU BRING

- Strong organizational skills with keen attention to detail
- Proficiency in Microsoft Office (Excel, Word, Outlook) and ability to learn new software
- Experience with A/P, A/R, and cash handling
- Excellent communication and interpersonal skills
- Ability to multitask and work in a fast-paced environment
- Reliability—our location is just west of Calgary on Highway 8, with no public transit access