

# Seasonal Golf Operations Assistant

February 2019

**Position Location:** Carnoustie Golf Links, Angus, Scotland

## About us

Golf's Greatest Test and host to The 147th Open Championship in July 2018, Carnoustie Golf Links are looking to appoint experienced and dedicated professionals to take on seasonal full and part-time positions within our Golf Operations team.

## Scope of Role

The Golf Operations Assistant will work within our Golf Operations team.

A people-focused role which requires strong interpersonal skills and a 'No Problem' attitude. Our focus is on meeting the needs of our customers, visitors and team, demonstrating a world leading customer service at all times.

The role covers key guest-facing touchpoints such as Meeting and Greeting visitors, Manning the Information Desk, Burnside and Championship Starter boxes and overseeing the Performance Centre (simulators).

Hours of operation to cover all Golf Operations are between 06:15 and late shifts are generally finishing at 23:00. Seasonal contracts will mean that you will be on a rota covering any of these areas, up to approximately 22.5hrs per week on a part-time basis and 37.5 hrs per week on a full-time basis. This can fluctuate depending on demand. The week is Monday – Sunday.

Being part of Golf Operations involves engaging with season ticket holders and visitors to make the Carnoustie Golf Links experience as enjoyable and as memorable as we can for all.

**This exceptional opportunity will suit a candidate with the following attributes;**

- Be a role model, trustworthy, conscientious and take accountability in everything you do
- Dynamic and adaptable, able to respond quickly to guest requests
- Exceptional communication skills; positive, professional and friendly
- Positive, 'can-do', solution-driven attitude

## Essential Skills and Behaviours

- Strong interpersonal skills with attention to detail
- Ability to work and follow systems and procedures
- Great team player with a positive attitude and who works effectively with others
- To project a smart efficient image at all times, and adhere to the Links policy on grooming and uniform
- Proficiency in the use of computer technology and communication systems at a basic level



## Desirable Skills

- Knowledge of Health and Safety legislation
- First Aid and Defibrillator trained
- Knowledge of the game of golf

## Why work for us?

There are many benefits working for Carnoustie Golf Links including competitive remuneration package, first class pension scheme, Season Ticket for the Carnoustie Links Golf Courses. Above all, however, is a fantastic opportunity to work within a dynamic team in a world-leading environment and help to shape the future of this iconic venue.

## To Apply

Please email Carnoustie Golf Links via [recruitment@carnoustiegolflinks.co.uk](mailto:recruitment@carnoustiegolflinks.co.uk), with a covering letter and include a copy of your CV. Please ensure to include in your cover letter whether you are applying for a part time (22.5hrs per week) or full time (37.5hrs per week) seasonal role.

## Closing date

Monday 18<sup>th</sup> February 2019 end of day

