



Golf Club of Purchase (Please send resumes to Carl Alexander at carl.alexander@golfclubofpurchase.com)

- The Golf Club of Purchase is seeking a **Golf Shop Manager** for the 2022 season to help deliver a best-in-class member experience at a high-end private golf club. The selected applicant will work alongside the Professional staff to oversee the retail operation with a positive, team-first attitude. A well-rounded candidate will be personable, self-motivated and have strong computer skills.
- This full-time position includes benefits including health and dental insurance. Playing privileges. Flexible scheduling. Vacation time. 401K and holiday bonus. Uniforms and lunch while working.
- He/she will enjoy a relaxed and fun work environment. Responsibilities will include:
 - Assist with buying and managing accounts
 - Daily use of point-of-sale system
 - Receive, inventory, and display new merchandise
 - Assist in selling merchandise and customer service
 - Accept member phone calls, emails, and special requests
 - Monitor overall inventory levels of merchandise, restock or reorder when needed
 - Ensure all merchandise is correctly tagged and priced
 - Record and bill special orders accurately into the point-of-sale system