



Position: Golf Shop Manager

Reports To: Head Golf Professional

Position Overview: The Golf Shop Manager is responsible for providing a high level of service and top quality merchandise to both members and guests.

Specific Responsibilities:

- Order merchandise for golf shop and provide the best selection possible within the constraints of inventory and quality limits set by Board policy.
- Responsible for replenishment of stock and handling of customer special orders.
- Maintain an adequate system for receiving and posting inventory.
- Manage monthly inventory levels. This includes preparing monthly inventory reports and conducting physical inventory counts.
- Account for daily cash and credit card transactions.
- Convey a welcoming attitude to each member or guest to ensure they have an enjoyable experience.
- Responsible for creating and implementing sales promotions. They are to be advertised and properly communicated through email blasts and flyers.
- Maintain orderly product displays which includes a refresh and rotation of merchandise.
- Establish strong relationships with industry sales representatives.
- Maintain organization and cleanliness of the golf shop.
- Work closely with Mens and Womens Tournament Committees to ensure timely and responsible ordering of prizes and gifts within budget.
- Work with the Administrative office personnel to ensure accurate inventory and expenses for the shop.
- Follow the Club's policies and procedures regarding the day to day operations of the golf shop.

Requirements and Qualifications:

- High School diploma is required, Bachelor's degree preferred
- Previous retail experience is required, within the golf industry is strongly preferred
- Must be highly organized and possess excellent oral and written communication skills
- Energetic, outgoing and professional with a willingness to provide a high level of customer service in a busy, constantly changing environment
- Self-motivated
- Proficiency in golf-specific computer software, Microsoft Excel and Jonas Software

- Must be a team player

Compensation

- \$30-\$35 per hour, commensurate with experience
- Season runs March through December, approx. 45 hrs per week
- Health Insurance
- Eligible for 401K
- Meals while on duty
- Paid vacation