

## **General Manager/Director of Golf**

Golf Lounge 18, a premier indoor golf facility, is seeking an enthusiastic person who comes from a golf background with experience in retail industry and/or bar management to join our team at our location in Nanuet, NY. You will be responsible for delivering an enjoyable experience for all visitors by providing excellent customer service.

### **Responsibilities:**

- Assist with sourcing, hiring, developing, training and motivating a staff of professional service-orientated staff
- Staff and schedule appropriately to control labor costs
- Ensure the team provides fast, friendly, and accurate service.
- Ensure effective telephone and mail communications
- Manage day to day operations, conduct staff meetings
- Ensures the highest standards for golf, food, beverage, and recreation activities.
- Ensure appropriate inventory and ordering systems are in place
- Work and build relationship with all distributors, manage their contracts and invoices
- Manage merchandise counter. Professionally and efficiently stock and display merchandise
- Assist in coordinating event, leagues and tournaments
- Comply with best practices and operational guidelines set by Golf Lounge.
- Ensure proper cash handling and deposit procedures are followed
- Comply with best practices and operational guidelines set by Golf Lounge.
- Perform other duties as assigned

### **Requirements:**

- Must have 1-3 years of customer service experience in golf and retail industry, other hospitality-related fields
- Four-year college degree (a plus but not required)
- Must have supervisory, coaching and staff development experience
- Must have experience in total Golf/Hospitality facility management and demonstrated ability to run a professional, efficient, high quality, service-oriented operations
- Exceptional interpersonal skills
- Must possess excellent written and verbal communication skills
- Must be organized, efficient and detail-oriented
- Must be enthusiastic about working with people and have a strong customer service background.

Job Type: Full-time

### **Experience:**

- Retail Sales: 1 year (Preferred)
- Bar/Restaurant: 1 year (Preferred)
- Golf industry: 2+ year (Required)
- Hospitality: 2+ year (Required)

### **Education:**

- Bachelor's
- PGA Member

Pay Rate:

- Competitive salary based on experience

Work authorization:

- United States (Required)

Work Location:

- One location - Nanuet, NY

This Job Is Ideal for Someone Who Is:

- Dependable -- more reliable than spontaneous
- People-oriented -- enjoys interacting with people and working on group projects
- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction