



Meadow Brook Club Golf Shop Manager - Job Description

Overview

The Meadow Brook Club is a private, golf only facility located in Jericho, New York with approximately 12,000 annual rounds. The golf shop manager is an integral part of the golf operation and member experience at Meadow Brook. Primary areas of responsibility include seasonal buying of soft goods, merchandising, inventory management, special ordering, directing shop personnel in daily activities, customer communication, monthly sales/tax reporting and general member hospitality. The golf shop is co-owned by Matt and Laurie Dobyms and the golf shop manager will be employed by Matt Dobyms Golf Shop, Inc., and report directly to owners.

Seasonal Buying

- Oversee seasonal buying of men's, ladies' and youth soft goods and accessories to ensure shop maintains proper inventory levels of "in-stock" and seasonal merchandise
- Schedule and attend buying meetings with golf shop vendors along with golf shop owners
- Attend trade shows as needed to find new merchandise vendors
- Create seasonal orders in conjunction with owners to ensure proper inventory levels are met

Inventory Management

- Monitor inventory levels of all soft goods and adjust buying plan as needed
- Communicate any inventory and/or buying adjustments to owners
- Conduct inventory counts of merchandise three times per season and submit results to owners
- Receive merchandise upon arrival and input into Jonas inventory software. Submit all paperwork and audit trail in nightly drop

Merchandising

- Oversee all merchandising of retail displays
- Create and implement innovative ideas to highlight new merchandise as it arrives
- Give direction to golf shop personnel ensuring the regular movement and re-merchandising of soft goods to keep golf shop looking fresh

Golf Shop Operations

- Supervise all daily golf shop operations
- Perform daily activities such as answering phone, scheduling lessons, assisting customers, and working counter
- Promote daily golf shop sales, special events, and provide superior customer service
- Monthly sales/tax reporting

Special Orders

- Oversee implementation of all soft good special orders
- Utilize online ordering sites & communicate with vendor representatives
- Record special orders in Golf Genius Golf Shop software
- Receive, inventory, charge and notify customers upon arrival of orders
- Submit packing slip, inventory audit trail, vendor invoice, and sales receipt in nightly drop

Qualifications

- 3-5 years' experience in golf shop management or related field
- Expertise in golf fashion trends and golf specific vendors
- Exceptional customer service and interpersonal skills
- Leadership and team management skills, with the ability to train and supervise staff
- Effective communication skills, both written and verbal
- Proficiency with Jonas POS and inventory software or similar
- Must meet and perform physical requirements of position including lifting, standing, and/or walking for long periods
- Ability to work weekends and holidays as required by club schedule

Compensation

- Total compensation of \$60k - \$70k commensurate with experience
- 5-day work week, 40-50 hours/week, Wednesday-Sunday preferred, seasonal position (early March – November)
- Lunch provided on-site
- Access to golf course and practice facilities
- Clothing allowance/uniforms

Resumes may be emailed to: Matt@meadowbrookclub.com