



# BELVEDERE

GOLF & COUNTRY CLUB

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The Belvedere Golf and Country Club is seeking a highly-motivated Assistant Professional/Candidate with a strong passion for service excellence and member relations. We are a private golf facility located close to both Edmonton and Sherwood Park. We are an active golf club with a dynamic work environment and a diverse membership.

The successful candidate will have demonstrated experience delivering a superior level of customer service, possess the ability to build and maintain member relations, and have a genuine desire to learn and grow, as well as contribute positively to a team environment.

Job Description includes, but not limited to:

- \* Provide members and guests with superior customer service
- \* Merchandising, sales and inventory control
- \* Coordinate and assist in Corporate events and Club tournaments
- \* Assist with the management and growth of our Member Services team
- \* Develop lesson programs and display dedication to the Junior Program
- \* Create relationships with each member and effectively address and resolve any issues

Desired Qualifications

- \* Proven supervisory and team building experience
- \* Open, helpful and engaging with strong communication skills, both verbal and written
- \* Carry out management goals and contribute new ideas
- \* Proficient in standard software applications (Word and Excel)
- \* Coordinate the set up for Club/Corporate events
- \* Experience with inventory management
- \* Bring a positive energy to the Club each day
- \* Teaching experience and the skills to develop lesson programs
- \* Professional image, attitude, and flexibility
- \* Club fitting experience and the ability to educate yourself on all facets of Hard and Soft Goods in the Golf Shop

Compensation

- \* Salary will be \$2800-\$3600 per month based on experience
- \* Contract will be 10-12 months based on experience
- \* 100% PGA Dues
- \* 100% teaching revenue
- \* Complimentary staff meal
- \* Education Allowance
- \* Tournament Allowance & Club Package
- \* Corporate sales commission



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Application deadline is January 9th, 2019. We would like to thank all applicants for their interest.

Please forward cover letter and resume to:

Michelle Van Slyke  
[michelle@belvederegcc.com](mailto:michelle@belvederegcc.com)

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