



Category                      Pro Shop Operations  
Job Title                      Assistant or CFM

Northern Bear Golf Courses is seeking the services of an Assistant Professional or CFM or 2019 and beyond. We are searching for career oriented individuals with a desire to be involved in numerous areas of the club. The candidate will report directly to the Head Professional and have the opportunity to be involved in daily operations from inventory management, tournament coordination, leagues, teaching and overall helping to create a member and guest experience expected of the Nicklaus name. Northern Bear Golf Club, a Jack Nicklaus Signature Course is located in Sherwood Park, Alberta, just 30 minutes from downtown Edmonton. Built on Jack Nicklaus' legendary tradition of designing prestigious and spectacular courses - Northern Bear is the latest Canadian addition to the Nicklaus family of outstanding golf courses.

**Desired Qualifications:**

- Excellent communication and organizational skills
- Proficient computer skills (POS systems specifically Tee-ON, MS Office, Excel)
- Proven ability to work and learn in a team environment
- Leadership desire and capability
- Strong inventory management, merchandising and sales skills
- Customer service driven attitude
- Supervisory ability
- Experience with corporate / promotional sales would be an asset

**Responsibilities:**

- Managing day to day pro shop operations, events and programs
- Assisting with inventory control, merchandising and sales
- Involvement with league play and maintaining a strong relationships with participants
- Creating professional environment and excellent golf experience for members and public golfers
- Assisting with event and tournament coordination
- Assisting with junior programs and lessons
- Training and supervision of outside service staff

**Compensation:**

- \$2800 - \$3100 per month (based on experience)
- 2019 CPGA dues reimbursement at end of season
- Golf equipment package
- Tournament allowance
- Meal subsidy
- 80% of lesson revenue
- Tournament allowance

The position will run approximately March 15<sup>th</sup> until Oct 15<sup>th</sup> (negotiable)

Applicants, please forward resume and cover letter to:

Email: [jay@northernbeargolf.com](mailto:jay@northernbeargolf.com)

Jay Barrett  
CPGA Head Professional  
Northern Bear Golf Course  
51055 Rge Rd 222  
Sherwood Park, AB  
T8C 1G9

The deadline to apply is Jan 15<sup>th</sup>, 2019. All who apply will receive acknowledgment that their application has been received.