



Ok Golf is Calgary's most innovative indoor golf simulator, with the most up to date technology our facility is specifically designed to help you understand and improve your golf swing.

Our Golf Attendant works closely with the owners of the business. We are looking for part-time attendants with teaching professionals outside of scheduled hours. The Golf Attendant is responsible for providing customers with a friendly, helpful, and fun experience from beginning to end.

Depending on the number of customer appointments daily, the position might be required to perform other kinds of duties.

Must have or will get ProServe.

JOB RESPONSIBILITIES

- Having a strong understanding of the game of Golf, simulator systems and Microsoft Booking system is a plus, ability to troubleshoot, tech-savvy.
- The ability to speak knowledgeably with clients and other staff about the business's services and experiences.
- Food preparation and beverage serving including alcohol
- Scheduling client's golf sessions/bookings
- Greeting clients and guiding them while a client is in the facility
- Educating clients on golf options and experiences
- Closing sales and encouraging clients to pre-book sessions
- Cross-service & service recommendations
- Check and respond to email and phone messages
- Executing standard telephone procedure using appropriate customer service etiquette
- Confirming appointments
- Resolving client challenges, utilizing support from the owners when necessary
- Handle equipment and tools under the guidelines of the business' instructions
- Maintain the business' premises neat, and clean, a good working environment
- Establish and maintain good relationships with staff and clients
- Ensure the client's safety, comfort and well-being

HOURS

Part-time hours: 10 - 29 per week

Operating Hours: Monday - Sunday: 9 am - 11 pm

Shifts will be 6 to 8 hours and will fall into the operating hours

Teaching hours and price will be negotiable

Please send resume and cover letter to:

Sarah Kim

P: 403-619-9763

Email: sarahkimcalgary@gmail.com