

Job Announcement

Office Manager/Administrative Assistant

Hillcrest Golf Club

2300 Rim Drive

Durango, CO 81301



Facility Information:

Hillcrest Golf Club, established in 1969, sits atop a scenic mesa overlooking the historic western town of Durango, Colorado. Hillcrest offers magnificent views of the La Plata Mountains and the Animas River Valley nestled in the Southern Colorado Rockies. It offers affordable greens fees, friendly services, welcoming golf course conditions and a relaxed atmosphere.

Hillcrest Golf Club's mission is to provide a superior golf experience for golfers by offering outstanding course conditions, quality amenities and friendly, personalized customer service at an affordable price. To provide season recreational activities for our community.

Hillcrest Golf Club has a full size driving range and short game practice facility, which allows players to warm up before a round, practice extensively, or just have a good time hitting balls for fun and enjoyment.

Many golfers enjoy the ability to walk this beautiful course, as the distance from hole to hole is relatively short. However, for those who prefer to ride in electric golf carts during their round, carts are offered at a reasonable fee. Walking push carts are also available to rent for a nominal fee.

Hillcrest Golf Clubs multi-purpose clubhouse provides its customers an 1,100 square foot golf shop stocked with the latest soft good & hard good merchandise for all levels of golfers. The clubhouse also provides our guests a full service restaurant providing options for breakfast, lunch and special events. Lastly, the clubhouse also offers our members and guests men & women locker rooms for daily golfing storage needs or season long storage.

Job Description:

Hillcrest Golf Club is seeking an Office Manager/Administrative Assistant to perform a variety of administrative and clerical tasks. The ideal candidate will be highly efficient and very organized with excellent interpersonal skills and ability to work well with all levels of management, staff, and the Board of Directors. Excellent oral and written communication skills and the ability to organize your work using tools like MS Excel, MS Word, MS Outlook, MS Teams, and general office equipment are a must.

Candidate must have experience managing social media platforms such as Facebook and Instagram as well as Graphic Design platforms such as Canva and PosterMyWall to develop club branded marketing content. This position is a part-time position (30 hours p/wk). The Office Manager/Administrative Assistant reports directly to the General Manager.

Specific job tasks include, but are not limited to:

Knowledge, Skills and Traits

- Act as a role model for all employees by demonstrating the behavior and work ethic expected of all employees.
- Strong organizational, planning and prioritization skills.
- Ability to multitask, adapt to change, think quickly and prioritize effectively.
- Self-motivated with desire to promote and market golf recreation generally, and Hillcrest Golf Club specifically.
- Professional attitude focused on customer service and player satisfaction.
- Proficient in written and oral business communications.
- Experienced computer user including all Microsoft applications, email, internet, social media platforms, and reservation systems.
- Maintain and promote a positive professional image within the community.

Clerical Tasks

- Manage, organize, and review all business forms & documents.
- Assist the Management Team in preparing data for studies, reports, and recommendations.
- Assist the Finance & Accounting Manager with basic accounting functions.
- Assist the General Manager on compiling information about accidents, vandalism, and other violations.
- Assist the General Manager with staff hiring functions.
- Maintains procedures for systematic retention, protection, retrieval, transfer, and disposal of records.
- In coordination with the General Manager, process all approved Donation Requests.
- Prepare and distribute monthly Board Packet materials for the Board of Director meetings.
- Assist in verifying data within the Point of Sale software system.
- Assist the Golf Professionals in receiving, tagging, and processing golf shop merchandise inventory.
- Assist the General Manager with coordinating Janitorial Services, clubhouse repairs, and maintenance.

Internal/External Customer Correspondence & Service

- Works closely with the both the Management Team & the Board of Directors to publish appropriate communications to our golfing public.
- Assists with resolving requests and complaints regarding golf course operations.
- Staff member assigned to the House Committee.
- Assist the Management team with contacting and coordinating the work of contractors for general clubhouse maintenance & repair.
- Coordinate with local authorities to schedule required inspections. Fire Inspection, Health Inspection, Alarm System, etc.

Marketing & Sales

- Update all information platforms (bulletin boards, website, social media platforms, etc.), with consistently branded materials such as flyers, forms, announcements, etc.
- Assist the Management Team to develop an annual Marketing Sales Plan & Budget.
- Develop and distribute weekly email marketing and social media campaigns according to marketing plan.
- Assist the General Manager with coordinating and developing relationships with local businesses within the Four Corners.

Position Requirements:

- Excellent organization, communication & customer service skills.
 - Accurate computer application literacy.
 - Previous Club/Hospitality experience is preferred.
 - High School Degree or equivalent
 - Valid Driver's License & successful completion of a background check.
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Compensation Information:

Position is a year-round, part-time position. Position is required to work a minimum of 4 days a week, 30 hours p/wk.

- \$16 - \$19 per hour depending on experience
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Job Benefit Information:

The Office Manager/Administrative Assistant position does not receive a health benefit package.

- 3% IRA Match
 - Fifteen (15) days of paid vacation
 - Free golf membership for individual and spouse
 - Free Driving Range and Practice Facility privileges for individual and spouse
 - Food/beverage discount for all meals. Discounts range from 20% to 50%
 - Merchandise discounts through the discretion of the General Manager
 - Staff uniform allowance included
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How to Apply:

Please attach cover letter, resume, and references list in an email addressed to:

michael@golfhillcrest.com

Please subject your email as: First Name Last Name – Office Manager/Admin. Asst. Hillcrest Golf Club.