



RANCHO SANTA FE

Golf Club

Administrative Assistant Golf Club

Job Description

Operates telephone system, greets members and guests and provides administrative support.

Responsibilities include, but are not limited to:

- Greets members and guests
- Operates telephone system; answers the phone, transfers calls to proper extensions, check voicemails, takes messages for members and staff
- Performs general office work such as operating copy and fax machines and maintaining inventory for office supplies
- Provides schedule and other club information to members and guests
- Maintains appearance and supplies for reception area
- Type correspondence
- Acts as back-up to accept reservations for restaurant and special events
- Acts as back-up when restaurant is exceptionally busy to process food take-out orders
- Special projects or other duties may be assigned
- May be required to work some holidays.
- May be required to work weekends as necessary in preparation for or during golf events

Qualifications/Requirements:

- Strong attention to detail
- Excellent organizational skills
- Ability to communicate well verbally and in writing
- Strong decision-making and problem-solving abilities
- Ability to work independently and as part of a team

All offers are contingent upon a successful background check as well as a drug screening. (We follow Federal guidelines related to drug screening results), prior to appointment of position.

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Rancho Santa Fe Association is an Equal Employment Opportunity (EEO) employer. We consider all qualified candidates regardless of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status, pregnancy, disability or any other protected class under federal, state or local law.