

**Senior Golf Front Desk & Operations Assistant**

We’re currently seeking a **Senior Golf Front Desk & Operations Assistant** to join the team at **Omaha Beach Golf Club**, starting in **mid to late August**.

This is a full-time, front-line role supporting both our golf operations and retail services, ideal for someone with strong customer service skills, retail experience, and a passion for delivering great member and visitor experiences.

**Key responsibilities include:**

* Managing daily tee bookings, player check-ins, and tournament support
* Operating the golf shop and point-of-sale system (retail, snacks, cart hire, apparel, etc.)
* Assisting with administration, cart coordination, and general golf operations
* Providing high-quality service and support to members and guests

**Role details:**

* **Title:** Senior Golf Front Desk & Operations Assistant
* **Start Date:** Mid to Late August
* **Location:** Omaha Beach Golf Club, Auckland Region
* **Schedule:** Tuesday to Sunday (Full-Time)

**Preferred experience:**

* Background in retail, sales, or front-of-house customer service
* Golf knowledge is beneficial but not essential
* Confidence with technology (POS systems, booking platforms, Microsoft Office, etc.)
* A positive, professional attitude and the ability to work both independently and as part of a team

This is a fantastic opportunity to work in a vibrant, high-profile club environment with one of New Zealand’s most scenic coastal courses.

**To apply**, please email your CV and a short cover letter to:  
[**gm@omahagolf.co.nz**](mailto:gm@omahagolf.co.nz)