

ARROWTOWN GOLF CLUB

Senior Golf Operations Assistant

We're currently seeking a **Senior Golf Operations staff member** to join the team at **Arrowtown Golf Club** for an immediate start

This is a full-time, front of house role supporting both our golf operations and retail services is ideal for someone with strong customer service skills, Golf retail & operations experience, and a can do attitude.

You'll be working closely with the operations manager and the rest of the team to help oil a smooth running machine

Key responsibilities include:

- Managing Tee time bookings
- Visitor and Member satisfaction and experience
- Hire Equipment (Carts, Club hire , Trundlers)
- Club email inbox and general visitor correspondence
- Pro shop retail sales and stock control & purchase orders
- Clubhouse presentation

Role details:

- **Title:** Senior Golf Operations staff member
- **Start Date:** Immediate Start
- **Location:** Arrowtown Golf Club , Queenstown
- **Schedule:** 4 days a week open to close, flexible schedule , negotiable

Preferred experience:

- Background in retail, sales, or front-of-house customer service
- Golf knowledge is essential
- Positive winning attitude is essential
- POS Systems and administrative excellence

This is a fantastic opportunity to work in a vibrant, high-profile club, growing environment with one of New Zealand's oldest Golf Clubs

To apply, please email your CV and a short cover letter to operations manager:

thomas@arrowtowngolf.co.nz 02102538851 www.arrowtowngolf.co.nz



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