



**East Lake Golf Club
Club Administrator**

Reports to: Assistant General Manager

Supervises: N/A

Job Brief

East Lake Golf Club is searching for an experienced, reliable and task-oriented Club Administrator. The Club Administrator will work directly with our executive team and will be responsible for performing a number of administrative and reception duties. Primary duties of the Club Administrator include assisting in daily administrative workflow for the executive team, providing a congenial atmosphere for all Club visitor and providing support to the Club's General Manager.

The ideal candidate is self-motivated, professional and capable of managing their workload and prioritizing tasks in an active environment. The candidate should also possess excellent oral and written communication skills and be well versed in all Microsoft Office applications, including Outlook, Word, Excel and PowerPoint. Previous experience as an Executive Assistant/event coordinator is required and familiarity with the golf industry is a plus. This is an excellent opportunity to join a well-established company that offers an excellent compensation and benefits package.

Job Responsibilities

- Answer Club's main telephone line; screen cold calls and direct legitimate inquires to appropriate personnel; handle dining & room reservations and other standard inquiries.
- Provide general support to visitors including greeting them as they arrive and depart, providing directions and answering general inquires.
- Manage Club's main email address. Forward inquires to appropriate personnel, screen emails, respond to general inquires.
- Assist in arranging, coordinating and managing member, staff and vendor events.

Job Responsibilities - continued

- Assist Director of Marketing with arranging meetings.
- Write and distribute email, correspondence memos, letters, and forms.
- Maintain an organized filing system of paper and electronic documents.
- Assist in maintenance of member database and other contact lists.
Distribute updates to staff on a monthly basis.
- Assist in the preparation of regularly scheduled reports.
- Attend meetings and take detailed minutes, as required.
- Order office supplies and research new deals and suppliers.
- Carryout miscellaneous administrative tasks such as assisting with member mailings, organizing packets, etc.
- General Manager Support:
 - Organize, schedule and manage calendar.
 - Schedule meetings and appointments.
 - Coordinate executive communications, including taking calls, responding to emails and interfacing with all Club related constituents.
 - Prepare internal and external corporate documents and letters.
 - Submit and reconcile expense reports.
 - Uphold a high level of discretion. This position will likely have access to information about members, employees, company trade secrets and other confidential information. Ability to maintain confidentiality and exercise discretion is essential for success in this position.

Job Requirements

1. Communication

- Excellent written and verbal communication skills; experience writing letters, memos and emails; ability to create presentations with Microsoft PowerPoint; experience editing, proofreading and other information preparation duties.

2. Information Preparation

- Working knowledge of office equipment, like printers, copiers, fax machines, etc.
- Proficiency in MS Office, especially Microsoft Office and Word. Ability to manage multiple calendars in Outlook and mastery of all mail related applications in Microsoft Word (Mail Merge, etc.) is required.

- Ability to quickly master new technology applications related to Club management.

Job Requirements - continued

3. Professional and Congenial Demeanor

- Strong organizational skills with the ability to multi-task.
- This position, along with all Clubhouse staff, is expected to dress in “Smart casual business attire “as defined below:
 - Men: Dress pants, button-down or traditional business shirt or nice golf shirt or turtleneck, dress shoes, and attractive accessories as described in traditional business attire. Sports Jacket is optional.
 - Women: jacket or dressy sweater, dress pants or skirt, blouse, shirt, top or turtleneck, dress shoes, and accessories as described in traditional business attire.
- Attention to detail and problem solving skills.
- Excellent time management skills and the ability to prioritize work.
- 2 years experience as an Executive Assistant or similar position.

4. Work Schedule

- 8:00 am – 5:00 pm Tuesday – Friday
- 8:00 am – 12:00 pm Saturday
- Off – Sundays and Mondays(except for outings/special events)

Salary & Benefits

- This is full time position. The successful candidate will enjoy an excellent benefits package including:
 - Insurance: Medical, Dental, Life
 - Access to 401(k) plan
 - Lunch provided by Club in employee cafeteria.
 - Paid Time Off Allowance.

Interested parties should submit resume to East Lake’s Assistant General Manager, Daniel Laterza. dlaterza@eastlakegolfclub.com