



VACANCY

Job title: Assistant Golf Administrator

The Gauteng North Golf Union are recruiting an Assistant Golf Administrator to report to the Union's Operations Manager.

The roles and responsibilities will include:

- Manage junior golf
- Administration of golf leagues
- Assisting in tournament administration
- Liaising with the different role players involved at the Union
- Working with Development Golf
- Annual fixture planning
- Team planning and equipment management
- Reports and budget management
- Sourcing sponsorships / creating mutually beneficial partnerships

Due to the nature of the organization, the employee will be required to perform other duties as required, from time to time. Many of the responsibilities of the employees may overlap. Employees will be expected to work closely together and assist one another in completing duties and responsibilities in order to ensure the efficient functioning of the organization.

Hours of work:

The incumbent will be expected to work up to 195 hours per month. Due to the nature of the business, this could include weekend and after hours work.

Minimum Requirements:

- 3 years in the golf industry
- Knowledge of Microsoft office
- Good communication skills
- Sound knowledge of the rules of golf as well as handicapping
- Drivers licence

Desirable Requirements:

- Relevant sports / management qualification
- Knowledge of the Albatros Tournament Solutions system
- R & A Level 2 or TARS certification

Interested applicants to send their CV to Johan Struwig, jnstruwig@gmail.com

Deadline for applications: 15 September 2017