



VACANCY

Job title: Assistant Golf Administrator

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

The roles and responsibilities will include:

- Assisting with tournament administration
- Assisting with operational duties at golf tournaments
- Focusing on Development Golf
- League administration
- Equipment management
- General office administrative duties

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 employee may overlap with those of the existing Union staff. Employees are expected to work closely together and assist one another in completing duties and responsibilities in order to ensure the efficient functioning of the Union.

Minimum Requirements:

- A valid driver's license and own transport
- Sound knowledge of the rules of golf as well as handicapping
- Computer literacy
- Good communication skills

Desirable Requirements:

- R & A Level 1 or 2
- Knowledge of Microsoft office

General Information:

- The incumbent will be expected to work up to 160 hours per month, flexi time. Due to the nature of the business, this will include weekend and after hours work.
- GNGU will provide training on the various systems and methods for administrating golf.
- A basic salary plus cell phone and travel allowance will apply.

Interested applicants to send their CV to Taryn Davel, admin@gngu.co.za

Deadline for applications: 10 December 2021