



<b>Job Title:</b> Golf Course Maintenance Secretary	<b>Department:</b> 300
<b>FLSA Status:</b> Hourly Non-Exempt	<b>Salary Range:</b> \$15.00 to \$18.00 Hourly
<b>Reports To:</b> Golf Course Superintendent	<b>Issue/Revision Date:</b> June 10, 2022

**Essential Function:**

- Enhance effectiveness of department by providing management support.

**Nature of Position:**

- Develop and implement office procedures.
- Record keeping.

**Qualifications:**

- Ability to lift and carry up to 50 pounds.
- Knowledge of computers, must be proficient in Microsoft Office including Powerpoint (Northstar knowledge helpful).
- Knowledge of Administrative Functions.
- High School diploma required.
- Grooming and personal hygiene to meet standards.

**Success Characteristics and Requirements:**

- Must have understanding of Spring Run Golf Club's Mission Statement and how it relates to multiple operations in the golf business.
- Must have understanding of Spring Run Golf Club's Mission Statement and how it relates to multiple operations among departments.
- Must be customer service oriented and be able to provide superior customer service.
- Must be in compliance with and actively support a Drug Free Workplace.
- Exhibit a "Can-Do" attitude.
- Jovial, outgoing, able to maintain a calm and collected demeanor while multi tasking.
- Able to work under stress, be able to work at a fast pace.
- Attention to detail, ability to recognize Members and address with proper sir name and title.

**Necessary Personal Characteristics:**

- Be a "people" person.
- Must have the desire and dedication to provide superior customer service.
- Support and implement customer service culture throughout our department and our organization.
- Be courteous and personable to Members, Guests, Vendors, Co-workers.
- Be a proactive member of the team. Support goals, objectives and culture within the organization.
- Exhibit professionalism and expressed interest of improvement through enhanced developmental skills, exhibit leadership and expressed direction through own self actions.
- Must be able to handle and prioritize multiple functions and responsibilities simultaneously.
- Must be able to manage time and establish priorities. Be a self-starter.
- Honesty, integrity with a strong commitment to Spring Run's values.
- Must pay close attention to details.
- Must be well received and accepted by the members, residents and fellow team members.
- Be a leader, lead by example.
- High energy, positive "can-do" attitude.
- Organization skills a must.

**Principle Activities:**

- Responsible for answering phones, taking messages, and route calls as needed.
- Compose emails, memos and letters when requested by Superintendent.
- Compile, proofread and revise drafts of documents and reports.
- Perform administrative tasks, including filing and photocopying.
- Responsible for sorting and distribution of incoming mail.
- Responsible for collecting and posting outgoing mail.
- Responsible for office supplies and order them as needed.
- Assist new hires and HR with completion of hiring procedures.
- Issue and send completed Personal Protective Equipment Agreements to HR.
- Submit Employees payroll after Superintendent's approval.
- Track Employee's vacation time off.
- Oversee the tracking of labor hours and invoices.
- Document expenses.
- Verify product received to invoice or purchase order.
- Assist supervisors and staff with projects and tasks.
- Support and facilitate the completion of regular reports.
- Help create equipment safety education packets for employees

**EEO Category:**

- Service Worker

## Receipt / Acknowledgement

I have received a copy of my job description and have read or had it read to me. If I have any questions regarding this job description, I understand that it is my responsibility to ask my immediate supervisor or other member of management above them.

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Date

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Employee Signature

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Employee Name Printed

**To Supervisor:** Following the employee's signature, forward to HR to be placed in employees personnel file