



**JOB DESCRIPTION:**

**OFFICE ASSISTANT**

*(reviewed August 2011)*

**Job Title**

Office Assistant

**Main Purpose of Job**

To help provide an administration service at the club and help answer members and guests' queries as directed.

**Job Location**

The clubhouse at ..... golf club or any other building used by the club.

**Responsibilities**

To make sure you are competent to use the computers and other equipment supplied in the office.

**Duties**

To carry out the following tasks as directed. Answer telephone and operate fax. machine, use wordprocessor, computer, copying machine and all other office equipment. To be able to enter up books of accounts and prepare accounts for payment by the club. Assist in any enquiries from members or guests or if unable to give an answer pass them onto a person that can help them.

**Authority & Discretion**

You will normally report any deficiencies in office stock or equipment to your supervisor and order under their instruction. In their absence you will be instructed further on any additional authority.

**Liaison**

You will be expected to liaise with all club staff and also the Officers of the club with special regard to the Captain and Chairman. Your immediate supervisor will be the Secretary/Manager from whom you will normally take instructions.

## Targets

Your work will be assessed annually by your supervisor and your proficiency and standards will be taken into account in any salary awards. You may be expected to attend training courses from time to time when new equipment is introduced.

## Conditions

You must be aware of your requirements under the club health and safety policy.