



JOB DESCRIPTION

JOB TITLE: Sports Administrator
REPORTING TO: Sports Administration Manager
LOCATION: Dublin 4
CONTRACT TYPE: Full Time Permanent

MAIN DUTIES & RESPONSIBILITIES:

Front of House:

- Opening and closing of premises as required in accordance with procedures.
- Ensure reception desk is manned at all times.
- Meet and greet members, visitors and Society members to the Club and attend to their requirements as needed.
- Following consultation with the Course Superintendent, keep members informed in relation to any course opening delays, course closures or course maintenance days.
- Ensure members are informed of starting holes each day.
- Assist members with golf bags, i.e. put them on buggies and ensure electric trolley GPS has been activated.
- Assist the Pro Shop to ensure accurate and timely fee charges during the day and after 7.00 pm when the shop is closed.
- Ensure relevant signage is displayed at all times.
- Print and place tee signs where required for both in house competitions and visiting societies, including Longest Drive, Nearest the Pin if required for competition or event organiser.
- Close batch every morning and bring card receipts/money to the Accounts Assistant, or place in safe drop box.
- Ensure that golf balls are collected on a Friday evening during the period 31 October to 17 March inclusive.
- Ensure pull trolleys are kept neat and tidy at all times.
- Ensure the Sports Meeting Room is kept clean and tidy at all times.
- Ensure locker rooms and showers are kept clean and restocked with towels and remove dirty towels in a timely manner.

Course Ranger and Starter:

- Acting as Course Ranger as and when required
- Acting as Starter as and when required



Coordination and Administration of Golf Competitions:

- Opening and closing of all competitions including card checking, keeping cards organised and posting of results.

GENERAL DUTIES:

- Adhere to, and comply with company practices, policies and procedures at all times.
- Strictly follow company guidelines with regard to processing sales, accepting payment - cash and credit/debit cards, vouchers, account payments, etc.
- Comply with all legislation relevant to the operation of the hospitality and golf business.
- Ensure the correct uniform is worn and appropriate dress code is adhered to at all times, and high standard of personal care is upheld.
- Conduct yourself in a professional manner at all times with colleagues, members and guests.
- Develop strong working relationships with colleagues and management.
- Complete all tasks to the best of your ability and to the highest standard.
- Carry out all reasonable tasks and requests as assigned by management.
- Ensure effective time management and task prioritization during your shift.
- Ensure discretion and confidentiality is maintained at all times.
- Carry out any other duties as assigned by Management.

Health & Safety:

- Report any incidents in respect of members and/or guests and any faults in respect of the building, car park, golf course and tennis courts to the General Manager.
- Ensure all incidents/accidents are recorded in the Incident Report Book.
- Ensure First Aid boxes are full stocked, and the defibrillator is in situ and visible at all times.
- Give full support to the Health & Safety Representative in carrying out their duties.
- Participate in any Health, Safety and Welfare training offered.
- Utilize all personal protective equipment PPE available and offered.
- Actively look for hazards when carrying out duties and take appropriate action to remove them and report to the head Caddymaster.



PERSON SPECIFICATION:

- Minimum 3 years administration experience.
- Strong working knowledge of golf and tennis.
- Experience of BRS and Handicap Master.
- Experience working with tennis booking systems.
- Excellent communication and interpersonal skills.
- Ability to multitask and work efficiently under pressure
- Organised, and excellent attention to detail.
- Flexible and able to work as part of a team and individually.
- Discrete and confidential as required.
- Exceptional customer service skills.
- Excellent IT skills.
- Have current permission to work in the State

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the Club at any time after discussion with the post holder.

Interested parties please email noeleen@elmpark.ie with your current CV