



Part Time Clubhouse Receptionist

Position Summary:

We are seeking an experienced receptionist to answer phone calls, greet visitors to our clubhouse in a friendly, professional manner and take dining and special event reservations. Approximately 24-28 hours per week.

Job Specifications:

- Answer incoming phone calls, take reservations and direct calls to appropriate people.
- Greet each member and guest upon arrival. Direct members and guests to the proper area when necessary.
- Contact appropriate manager to escort vendors, public officials and all other non-members or guests to the appropriate area.
- Take complete and accurate reservations for members for dining and special events.
- Keep work area, coat closet, lobby, copy room and reception area neat and clean.
- Converse with members and guests. Be outgoing and friendly, but professional.
- Assist club Controller with accounting check ledger on a daily basis.
- Assist General Manager, Member Events & Activities Manager, Membership Director and Communications Manager with mailings, member files, email blasts and promotional & marketing materials as needed.
- Assist Member Events Manager with creating paper and electronic reservation sheets.
- Maintain inventory of office supplies and order when necessary.
- Create and update daily room and buffet signage materials.
- Some experience with WORD, Excel and Publisher is a plus.
- May include cross training in other functions or positions to ensure satisfactory operation of the department or work area.
- 1 – 2 years Receptionist experience.
- Shift schedule: Tuesdays, Wednesdays and Thursdays 4:00pm – 8:00pm; 9:00am – 4:00pm weekends and possibly some holidays. Should be flexible with availability.

This position requires the incumbent to be outgoing and have excellent communication skills, be well organized and handle multiple tasks simultaneously. Must have a professional appearance at all times.

MUST be able to pass a background check, drug test and be eligible to work in the United States.

Follow the instructions for submitting our Employment Application or bring your resume and application to our receptionist in the main clubhouse.

EOE