



MAGNA GOLF CLUB

CONCIERGE

We are looking for a friendly, professional, organized, and service minded individual to join our Concierge team in a full-time year-round position.

The Concierge acts as a liaison for all points and departments in the Clubhouse. The primary function is to be at the disposal of members, coordinate reservations, assist with member needs, foster internal communication and manage the telephone switchboard.

What we are looking for:

- Candidates **MUST** be available full-time (30-40 hours/week) and be able to work a variety of shifts including early morning, day, evening and weekends.
- Strong administrative skills and computer skills using Microsoft Office.
- Ability to multi-task and respond to changing needs in a busy environment.
- Ability to maintain confidentiality.
- Excellent communication and telephone skills.
- Previous demonstrated experience working within the hospitality industry is preferred, but is not mandatory.
- Legal eligibly to work in Canada.

What you will be doing:

- Answer all questions about the club and the clubhouse, while being able to take ownership of requests.
- Take reservations and special requests for the members and inform all staff.
- Greet and interact with members and guests.
- Answer telephones.
- Receive faxes, messages, parcels, etc. and distribute to recipients accordingly.
- Responsible for coat check.
- Other duties as assigned and required by management.

To apply, please email a cover letter and resume outlining what you will bring to our team to hr@magnagolf.com.

We thank you for your interest, only those who are selected for an interview will be contacted. Accommodations for disabilities in relation to the job selection process are available upon request.