

VACANCY

EVENTS & MARKETING COORDINATOR

A VACANCY FOR THE POSITION OF EVENTS & MARKETING COORDINATOR EXISTS WITHIN ERPM GOLF CLUB.

IF YOU ARE INTERESTED IN THE POSITION AND MEET THE CRITERIA STIPULATED BELOW KINDLY UPDATE YOUR CV AND SUBMIT YOUR APPLICATION TO RIAAN MATTHEE AT MANAGER@ERPMGC.CO.ZA.

SALARY IS NEGOTIABLE DEPENDENT ON QUALIFICATIONS.

THE CLOSING DATE FOR APPLICATIONS IS FRIDAY 22 SEPTEMBER 2017.

YOU WILL BE ADVISED AS TO WHETHER YOU HAVE BEEN SHORTLISTED BY NO LATER THAN FRIDAY 29 SEPTEMBER 2017.

IF YOU DO NOT HEAR FROM US PLEASE ACCEPT THAT YOUR APPLICATION HAS BEEN UNSUCCESSFUL.

Purpose	To fulfill the position of Events & Marketing Coordinator at E.R.P.M Golf Club, giving support to the Club Manager, in an efficient, effective, profitable and professional manner ensuring that all golfers' and clients' interests are served to the fullest possible levels of expectations at all times.
Superior	<ul style="list-style-type: none">• Club Manager
Liase With	<ul style="list-style-type: none">• Club Captain• Financial Accountant• Green Keeper• Golf Shop• Catering Service Provider
Educational Requirements	<ul style="list-style-type: none">• A diploma or degree in marketing or a PGA qualification would be advantageous
Minimum Experience	<ul style="list-style-type: none">• At least 2 years experience in Golf Club events & marketing coordination
Desirable Attributes	<ul style="list-style-type: none">• Excellent intra and inter personal skills• Excellent planning skills• Excellent organisational skills• Sound golf management skills or the ability to achieve such standards in a reasonable period of time• Sound people management skills

Key Result Areas

- Good understanding of golf course management
- Manage all golf tournaments at the club
- Organise and run all golf days for the club
- Ensure all clients' requirements are met
- Promote memberships and new golf days at the club
- Promote the club to all local businesses for the use of our conference, golf, bar and function facilities
- Ensure all golf days / functions are billed correctly and paid for timeously

Other Duties & Responsibilities

- To liaise with clients regarding golf days and other functions
- To follow up and finalise details of client contracts
- To set up functions with clients and caterer
- To set up an electronic working calendar for functions and golf days
- To manage this calendar on a daily basis
- To assist with golf days and prize giving within the club set up
- Manage the club's website with regular updates
- Act as the clubs golf representative with regard to golf functions including prize giving
- Market the club by selling advertising space where applicable
- Make sure all bookings are entered and up to date for members
- Promote the club at all times
- Know all golfing rules
- Ensure the facilities are open timeously 7 days a week
- Assume Managerial functions when the Club Manager is not available / off duty
- Time management
- Any other reasonable request