



Admin and Media Coordinator

Western Province Golf is looking for a person who is professional, organised, positive, proactive and reliable.

The Position: Admin and Media Coordinator

Requirements:

- Matric
- Knowledge of the golf industry
- Good interpersonal skills
- Very good verbal and written
- Good organisational and administrative skills
- Working knowledge of MS Office and various social media platforms
- Ability to learn live scoring systems
- Ability to work under pressure
- Ability to work independently
- Ability to work some weekends dependant on tournament needs

Responsibilities:

- General administration
 - Distribute email queries received via email and the website to the appropriate person.
 - Receive, sort and distribute incoming mail.
 - Recording, preparing, sorting, classifying and filing information.
 - Undertake typing/computer duties as required.
 - Preparing reports and correspondence of a routine nature.
 - Organise refreshments for functions.
 - Helping to organise meetings.
- Communication and Media
 - Transcribing information onto computers.
 - Proofreading and correcting copy.
 - Update and maintain contact lists with all golf clubs and suppliers.
 - Update and maintain an asset register (including all trophies held by WPG).
 - Update and manage WPG website and social media with all results and articles.
- Golf administration
 - Assist with general administration related to tournaments & leagues.

The Location: The position is predominantly office based with requirement visit clubs for tournaments and functions.

CV's to be sent to Robert Larsen – Robert@wpgolf.co.za

Closing date for CV's - 22 March 2019