



## Western Province Golf

Royal Cape Golf Club, 174 Ottery Road, Wynberg 7800  
Postnet Suite 429, Private Bay X16, Constantia, 7848  
+27 021 761 4195 • [www.westernprovincegolf.co.za](http://www.westernprovincegolf.co.za)

### Golf Administrator

Western Province Golf has a vacancy for a Golf Administrator. The ideal candidate must be experienced, reliable, task-oriented, self-motivated, professional, capable of managing their workload and prioritizing tasks in an active environment. The candidate should also possess excellent oral and written communication skills. The candidate will report and provide support to the General Manager.

#### Job Requirements:

1. Excellent written and verbal communication skills.
2. Organised, analytical, confident, service focussed, collaborative and proactive.
3. Proficiency in Microsoft Office, especially Outlook, Word and Excel.
4. Excellent time management skills and the ability to prioritize workload.
5. Understanding of and be able to manage social media platforms, especially Facebook, Instagram and Twitter.
6. Basic knowledge of updating information on a website.
7. Working knowledge of golfing industry and golf operations (running of tournaments and leagues).
8. 3 years golfing or related business experience.

#### Job Responsibilities:

1. Coordinate tournaments and leagues
  - Plan and coordinate all administration related to golf tournaments administered by WP Golf.
  - Plan and coordinate all administration related to leagues administered by WP Golf. This includes liaising with clubs regarding submission of teams, fixtures and results.
  - Assist clubs with admin related to their open tournaments.
2. Administration
  - Attend WPG Executive meetings and take minutes.
  - Coordinate league and tournament reports for WPG Executive meetings.
  - Assist with general administration.
3. Social media management
  - Developing and implementing the WP Golf social media strategy in order to increase our online presence.
  - Post content on relevant platforms and encourage audience engagement.
4. Website
  - Timeous weekly updates

#### Work Schedule:

Work is predominantly from 08h30 to 16h30 on Monday to Friday. However, there will be a requirement to work on weekends in order to attend and administer tournaments.

Please send your CV : [robert@wpgolf.co.za](mailto:robert@wpgolf.co.za)

Closing date: Friday, 29 January 2021