



Golf Club Administrator Trainee

Ideal position for a dynamic and well-educated school leaver. Good personality and people skills are essential to this role as you will be dealing with golf club members on a daily basis as well as dealing with other club services staff & suppliers of services to the club.

Nat 5 Qualifications in English, Maths & an Admin related subject are the ideal requirements. Good computer skills and knowledge of MS word, Excel & Power Point are also desirable. An interest in golf is beneficial but not essential.

Being comfortable working on your own initiative as well as supporting the club management team are also important for the role.

Training on site in understanding the working of a busy office will be provided as well as further education in administration at Aberdeen Technical College. Opportunities to develop further skills in golf club management will also be available as your career develops.

A competitive salary, pension and benefits package is available within a friendly and relaxed working environment.

CV & covering letter from candidates fitting the above requirements should be forwarded to Mr George Bruce, Club Manager at golf@murcarlinks.com in the first instance.