



Club Operations Administrator

Beaconsfield Golf Club are looking to recruit an ambitious individual in the newly created role of Club Operations Administrator. The role will suit an individual looking to forge a career in the Golf Industry. The Club Operations Administrator will form a key part of the team working directly under the supervision of the General Manager.

Purpose of the Role

To have specific responsibility for the operational organisation and delivery of Ladies, Mens, Seniors & Juniors competitions, matches and events whilst supporting the Club Operations Manager with the day to day business requirements.

Responsibilities of the Role

- Administer the Ladies Section competitions, matches, knockouts, Eclectics, Order of Merit and Best of Series competitions including diary & website management.
- Administer the Mens Section competitions, matches, knockouts & Order of Merit competitions including diary management.
- Administer the Seniors Section competitions, matches & knockouts including diary management.
- Administer the Juniors Section competitions and matches, the Junior Open including diary & website management.
- Administer the 1st Team, Club, Wildebeests & Mixed matches
- Monitoring/issuing of courtesy voucher requests
- Manage locker & trolley space allocations
- Stationary, printing and swipe card orders
- Assist the Club Operations Manager with the day to day business requirements.
- Assist with the efficient and polite answering of telephone calls to the Club and with the reception of visitors to the Office.

Knowledge & Skills Required

- Excellent interpersonal, communication and customer service skills.
- Experience with all Microsoft Office programmes, Golf Club Management Systems (IG preferred) and website administration.
- Ability to work with minimum supervision and where necessary take the initiative.
- Accuracy and attention to detail in all tasks.

Benefits

- Work across the golf environment, gaining the education and skills necessary for career progression through the CMAE education programme.
- Company pension
- Staff meals provided whilst on duty
- Yearly bonus
- 28 days Annual Leave (inc Bank Holidays)
- On-site parking

Remuneration Package: A competitive salary commensurate with the experience and skills of the applicant is on offer.

Hours: 40 Hours per week, Monday to Friday from 9-5pm including a 30 minute unpaid break for lunch.

Application Process: To apply candidates should send a letter highlighting their motivation for the role and relevant experience and an up-to-date CV to Stuart Langhorn, General Manager at slanghorn@beaconsfieldgolfclub.co.uk by the closing date of 28 September 2025.