

## Career in Sports

**Career-** Golf Event Coordinator

**Possible Employers-** PGA, LPGA, Web.com Tour, NCAA, Independent

**Job Discription-** This position requires someone with a great personality to share their passion for the hospitality industry in delivering service with a smile. I will be working in a busy environment which requires a consistency in customer service, flexibility and being able to work well under pressure. This position requires experience in Events, ideally in a Hotel/Conference environment. I will be required to work some weekends to ensure the smooth running of events.

- Pro-actively identify customer needs and provide solutions to match them
- Ensure all leads for golf enquiries are actively pursued.
- Effectively communicate with clients throughout the booking process
- Effectively communicate clients' needs to the operations team to ensure smooth execution of all golf days.
- Ensure full understanding and management of client requirements and identification of further opportunities
- Ensure all financial procedures are adhered to throughout booking process.

**Education required-** Bachelor's degree, bi-lingual is preferred

**Skills required-** Organizational, communication, a business sense, time management, writing skills for presentations

**Average Salary-** \$40-43k

**Locations of Position-** Regional, Job positions are available across the US

**Required time at work-** As needed, weekends are very possible

**Travel-** Yes, I will be required to travel to host different events