Oki Golf Job Description – Administrative Assistant

ABOUT OKI GOLF:

At Oki Golf, Our business is hospitality! We are committed to a culture that encourages growth and development, recognizes team member's hard work and commitment to service, and rewards team members for process improvement ideas and going above and beyond. If you truly have a passion to serve others and are committed to working hard, this is the place for you.

SUMMARY:

# As the Administrative Assistant at Oki Golf, you will greet visitors and manage callers; determining the nature of business to direct callers to the proper destination. You will schedules/coordinates meetings and provide general administrative assistance on a day to day basis by performing the duties listed below. It is also important that this position exhibit a professional appearance at all times and conducts self in a businesslike manner.

# ESSENTIAL DUTIES AND RESPONSIBILITIES:

* Answer multi-line phone and greet callers in a professional manner. Obtain caller’s name, name of business and brief nature of call. Route calls to recipient and/or take complete and accurate messages. Use judgment in determining how a call should be screened in accordance with each department’s preference for handling of incoming calls.
* Maintain phone system, deleting, assigning, and reassigning voice mailboxes. Keeping track of system set-up (main directory, updating main system greeting, etc.). Be responsible for writing and changing the “Golf on Hold” on a monthly basis.
* Maintain membership files. Send out orientation packets to new members.
* Control office supplies. Order and replace supplies when needed. Includes office supplies, postage, etc.
* Govern the office operations and systems, including (but not limited to) security information, copy machine upkeep, etc.

# Order all printed material (letterhead, business cards etc.)

* Take banquet inquiries from potential customers.
* Process contracts: Room rental agreements, tournaments agreements, and catering contracts with all details.
* Send out information packets for golf and banquets.
* Input Accounts Payable for accounting department.
* Update monthly calendar
* Processing of Catering invoices and refunds.
* Show banquet room when necessary.
* Weekly distribution of kitchen function sheets (Tuesdays)
* Code all office invoices (A/P)
* Produce desktop publishing that is done in-house for catering & Golf and proof read any printed material that is done in or out of house, i.e. mailings newsletter, flyers and brochures.
* Responsible for report or letter writing of any nature upon request of the General Manager.
* Process food and beverage inventory on a monthly basis.
* Filing for accounting & catering department.
* Place & maintain advertisements in the yellow pages.
* Administer new employee orientation, assuring that managers have completed all appropriate paperwork.
* Special projects as directed by General Manager, Director of Catering, Superintendent, or Head Golf Professional.

QUALIFICATIONS, EDUCATION AND/OR EXPERIENCE:

* Excellent organizational and analytical skills
* Able to work well in faced paced environment and balance multiple priorities and assignments
* Must be highly customer oriented
* Excellent written and verbal communication skills
* Associates degree (A.A.) or equivalent from two-year college
* Banking, retail or accounting experience, desired
* Accomplished computer skills in Microsoft Word and Excel.
* Ability to perform cash counting and determine appropriate overages/shortages.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the team member must:

* Lift, reach, bend, twist, push, pull, squat, grasp and use arm-hand coordination on a consistent basis
* Have the ability to lift up to 50 pounds occasionally

BENEFITS AND PERKS:

Oki Golf offers an impressive collection of benefits! Some benefits include:

(35hrs + per week) may be eligible for:

* Medical/Dental/Vision/Telehealth Coverage
* FSA options
* Company paid Life Insurance and Long Term Disability
* 401(k) with company match
* Paid Vacation

(30hrs + per week) may be eligible for:

* Medical/Telehealth Coverage
* FSA options

All Team Members:

* 401K with company match
* Golf Benefits, Meal and Merchandise discount
* Paid Sick Time
* Team Member Referral Program and more!

*Oki Golf is proud to be an equal opportunity employer. We are committed to creating an inclusive environment, and we welcome and encourage people of all backgrounds, perspectives, experiences, and skills to apply.*

*All employment decisions at Oki Golf are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. We will not tolerate discrimination or harassment based on any of these characteristics.*