



About Alberta Golf

Alberta Golf is the provincial governing body of golf in Alberta, a not-for-profit organization comprised of 56,000 members. Alberta Golf works collaboratively with Golf Canada, the National Sport Organization, to ensure golf remains the number one recreational activity in Canada. Alberta Golf preserves the integrity of the game of golf at more than two hundred golf courses in the province and promotes the sport for enjoyment by all golfers.

Office Administrator

Reporting to the Director - Membership & Golf Course Services, the successful candidate will be responsible for providing a significant level of administrative support to our current staff members in delivering on the following initiatives:

- Providing customer service to members, golf course personnel, volunteers.
- Planning committee meetings and working with host clubs on event details.
- Managing entries and digital records for various programs and events.
- Manage general office requirements for a staff of eight.
- Attend meetings and events as schedule permits.

Qualifications: The successful candidate should be detail oriented and possess strong interpersonal skills as well as a demonstrated ability to work with a variety of software applications. Complete training will be provided however the successful candidate is expected to have a considerable degree of knowledge of the golf industry. It is imperative during the interview process for the candidate to demonstrate their approach to teamwork in providing best-in-class customer service.

Type of position:	This is a full-time position.
Hours of Work:	Approximately 35 hours per week, mostly between Monday and Friday.
Location of Work:	Access to the office is provided during regular office hours (8:30am to 4:30pm).
Compensation:	Compensation is set at \$3,500 per month plus an annual clothing allowance of \$600. A comprehensive Health & Dental program is also offered following three months of service.
Reports to:	Director, Membership & Golf Course Services
Application deadline:	<i>This position will remain open until filled. Start date is flexible.</i>
Send resume to:	Stephen Wigington, Director, Membership & Golf Course Services stephen@albertagolf.org

Committed to attracting and retaining diverse employees, Alberta Golf will honour your experiences, perspectives and unique identity. Together, we strive to create and maintain a working environment that is welcoming and promotes diversity of thought, inclusivity and equity.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.