

Clubhouse Assistant

Job Type

Full-time

Hamburg, NY

About the Club: Wanakah Country Club was founded in 1899, and is the second oldest country club in Western New York. The club is located just twelve miles south of downtown Buffalo, along the shores of Lake Erie. The club is open twelve months of the year and is very active in the summer months. The club has a beautiful Willie Watson designed 18-hole golf course that recently just finished a multi-million-dollar renovation. The Club hosts several golf tournaments, including most recently a USGA national qualifier, and the New York State Mid-Amateur, plus several member tournaments, and outside charity outings. The Club has three har-tru tennis courts, a pickle ball court, two swimming pools, and a newly renovated clubhouse that sits atop a hill overlooking Lake Erie offering several dining options, a golf simulator, and large bar area. The Club hosts a wide variety of events throughout the entire year suited for all members and guests.

General Duties

1. Events and Banquets (20-30 hours weekly)
 1. Assist with planning of Club Events
 2. Assist with execution of larger Club Events and Banquets
 3. Act as a supervisor for events
 4. Create room layouts / diagrams
 5. Type function sheets
 6. Process bills
 7. Assist with directing staff
 8. Assist Events Director and Assistant Manager with duties
2. Administrative (10-20 hours weekly)
 1. Maintain membership files
 2. Maintain membership data
 3. Filing & reconciliations of accounts
 4. Assist with accounts payable
 5. Process mail
 6. Assist with member statements
 7. Answer phones and membership inquiries
 8. Enhance social media and website presence

Requirements

Position Characteristics & Qualifications: The ideal candidate must articulate a professional demeanor at all times, and have outstanding communication skills. This proven leader must be trustworthy, dedicated, creative, and service oriented. General computer skills including social media knowledge is necessary. Knowledge of food and beverage, plus hospitality experience is preferred.

Please submit resume and salary requirements to info@wanakahcc.com