

CORAL BEACH & TENNIS CLUB
Invites applications for a
CLUB SECRETARY

We seek to employ a Club Secretary who will demonstrate a proven track record of Club involvement and support: previous experience essential. The successful candidate will be proficient in all Microsoft programs: and be very conversant with Excel Spreadsheets. The secretary develops a long standing relationship with the members and staff of the Club: and will be ready to field all membership inquiries, tabulate and formalize applications, modifications, renewals and resignations. Administering to support the Board of Governors, and Club Rules is a large responsibility. In addition to this duty, the Secretary oversees the operation of the Front Desk, and is involved in its efficient operation on a daily basis. The candidate will be expected to learn every aspect of our PMS and POS system, so that direct reports may be trained and supported. The Club runs 7 days a week, and is busiest at weekends and holidays: split shifts, late nights and early mornings, are a regular occurrence.

Written applications, with a full resume, and 2 business and 1 personal written references, should be attached and addressed as follows:

Maureen Davies
Human Resource Manager
Coral Beach & Tennis Club
P. O. Box PG 200
Paget PG BX
OR via email
maureendavies@coralbeach.bm

Closing date: April 24, 2014