



### Reservations Agent

The Guest Services Coordinator will be part of our room reservations and membership department with assistance with the front desk operation with specific focus on guest services, concierge, and room/dining reservations as well as assistance in our membership department. A personable disposition and comfort with technology will support success in this role. The position will serve as the face of the club, providing guests and members with a first and last impression whenever possible and providing exceptional service during the reservations process as well as onsite assistance. The successful candidate will provide training and support to the Front Desk team and assists management in modeling and enforcing the Club's Standards of Excellence, Core Values, Service Principles to support the Mission Statement. Prior hotel front desk, guest experience, and/or hotel reservations experience is required.

### Front Desk Agent

Must possess exceptional customer service and interpersonal skills. Must work well under pressure, be professional and courteous to all you encounter. Previous job-related experience is an asset. Must be computer savvy and able to multi-task. Must be detail-orientated and thrive on delivering positive experiences for guests and members. Responsible for checking guests in and out, answering switchboard for the club, making member and guest reservations for dining, activities and providing concierge service.

### Retail Manager

The Coral Beach & Tennis Club is looking for a creative, energetic, self-driven entrepreneur to take ownership of the Club's retail department. This position is ideal for a retail supervisor who is eager to take the next step and move into a management role. Duties include, but are not limited to, create business strategies to attract new customers, expand store traffic and enhance profitability; source and customize new merchandise; source and manage a fulfillment center abroad; market the merchandise website, social media and on property; and undertake store administration duties. Qualified applicants must have proven experience as a Retail Manager in buying for a luxury market, as well as knowledge of retail management best practices.

### Electrician

Seeking a full-time electrician with at least 10 years' experience to support the maintenance needs across our property. The ideal candidate is a self-motivated person who can demonstrate broad competency with low voltage systems. High voltage experience would be an asset. Be willing to mentor and train development of junior apprentices. Must be familiar with commercial and residential wiring and equipment. Perform various tasks relating to general maintenance, preventive, and emergency maintenance of the Club. Act on Supervisors instructions: ensure comfort and safety of guests and staff.

### Mechanic

Seeking a full-time mechanic with at least 10 years' experience to support the maintenance of machinery and workshop equipment across our property. The ideal candidate is a self-motivated person who can demonstrate broad competency with heavy machinery, light motor vehicles, golf carts, generators and landscaping equipment. Be willing to mentor and train junior apprentices. Must be familiar with machine diagnostic/scan tools, gas/diesel engines, have knowledge of workshop equipment, have experience with welding. Perform various tasks relating to general maintenance, preventive and emergency maintenance of the heavy machinery, workshop, and landscaping equipment of the Club. Will report to the chief mechanic and act in this capacity in the absence of the chief mechanic.

### Spa Therapists (Part-time and Full-time)

Seeking part-time and full-time spa therapists with at least three years of relevant experience. City and Guilds qualifications or equivalent required. Spa therapists are responsible for providing exceptional service to clients by performing a variety of different tasks including conducting skin analysis and advising clients on skin and body care, performing facial or body massage and treatments, including spa therapy, reflexology and aromatherapy.

### Guest Environment/Housekeeping Supervisor

Candidates must possess exceptional customer service skills. Previous job-related experience required, at the management level preferred. Must be available for flexible shifts, including weekends and public holidays. Must be detail-oriented and thrive on high quality service delivery. Ability to communicate clearly in writing and verbally with both staff and guests is essential. The Housekeeping supervisor must be guest centric and ensure the highest standards of sanitation, safety, comfort, and aesthetics with great attention to details for both the Coral Beach and Tennis Club and Horizons. He or she will supervise all housekeeping colleagues and plan and schedule work assignments. The supervisor works closely together with the Maintenance Department about items or areas requiring repair or replacement. He or she ensures the laundry operation is run smoothly and sufficient clean linens are available daily.

### Housekeeping Attendant(s)

Candidates must possess exceptional customer service skills. Previous job-related experience is a plus, but not essential. Must be available for flexible shifts, including weekends and public holidays. Must be detail-oriented and thrive on high quality service delivery.

### Chef de Rang (Waiter/Waitress)

To support the fine dining service and operation of the CBC dining room brigade. Holding at least 2 years of experience within a silver service environment, the Chef de Rang, must be self-motivated, resourceful and genuinely enjoy people. Will be required to consistently exceed expectations relevant to client service with extensive food and wine knowledge. The hours are long and varied and some heavy lifting is required.

### Bartender(s)

The Bartender will provide CBC Members and Guests with exceptional service. Prepare, pour and serve alcoholic and non-alcoholic beverages. Must have at least two (2) years of bartending experience and possess knowledge of all aspects of mixology including food/wine pairings and wine presentation and service. Alcohol beverage and food safety certifications required.

### Beach Attendant (Seasonal)

Successful candidates will support an exceptional beach service experience to members and guests while promoting a fun, relaxed atmosphere. Must be upbeat, enthusiastic and have stamina for working in the hot sun. Job-related experience is an asset, but not essential. Must possess exceptional customer service skills and a loud "can do" attitude. This is a fixed term seasonal position.

### Kitchen Porter

Seeking an efficient and reliable kitchen porter, responsible for general cleanliness of the main kitchen dish area and other Food and Beverage kitchen prep areas. Duties included, but are not limited to, washing and proper storage of all cooking utensils, china equipment, flatware and glassware. Must be detail-oriented; prior experience not required but would be a plus.

### Assistant Tennis Professional

With a desire to develop juniors of all levels into competitive players and help build and grow our junior tennis program, the Assistant Tennis Professional will work closely with the Head Tennis Professional with day-to-day direction, coordination, and supervision of all junior tennis programs and operations of the tennis desk. This role would include group clinics, camps, lessons, tournaments, and social events. Teaching hours would include junior and adult classes and private lessons. The CBC junior tennis program is thriving, thus coaching hours are available to start immediately with the opportunity to grow and maximize private clientele. Attractive incentive-based compensation structure. Main duties would include supervising all junior play, developing, and coaching various tennis camps & clinics throughout the year, administrative and pro shop hours, racquet stringing, and other similar duties as assigned. Evening and weekend hours are required. The ideal candidate for this position loves being on court, working with children and watching his/her players grow and improve.

The nature of hospitality is such that all team members must be willing and able to work varied shifts, split shifts, evenings, weekends and public holidays. Complete job descriptions, duties, tasks and responsibilities will be made available during the interview process. We invite the online applications of those suitably qualified at [www.coralbeachclub.com](http://www.coralbeachclub.com). Go to "Join the Team" at bottom of screen. Short listed candidates will be subject to pre-employment drug, police and references screening. Application closing date: 20 May, 2022.

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