



St. Clair Country Club

Communications Liaison/Administrative Assistant

Job Description

Title: Communications Liaison/Administrative Assistant

Department: General and Administrative (G&A)

Reports to: Assistant General Manager with reporting responsibility to the General Manager

Job Summary

The Administrative Assistant at St. Clair Country club will be an outgoing individual with excellent communication and organizational skills. Aside from responsibilities such as answering the telephone, monitoring reservations, and greeting members and guests, the position also requires to maintain the club's website, developing promotional material such as flyers, menus etc. The individual must be a self-starter, able to work independently, and enjoys creating and implementing new initiatives and has an intimate understanding of social media to perform other essential job functions as listed below.

Summary of Essential Job Functions

1. Answers the telephone; transfers calls to proper extensions
2. Uses the ForeTees app to coordinate online reservations, takes reservations for a la carte dining and club events.
3. Responsible for processing food takeout orders by using the club's POS system (Jonas)
4. Greets members and guests
5. Collect and organize information for weekly member communication (email blasts, flipbook)
6. Maintains Club website and social media platforms to ensure content is up to date and relevant
7. Develop promotional material such as flyers, menus, etc.
8. Update Signage around the club both paper and digital
9. Promotes club activities using table tents, newsletters, direct mail flyers and other means
10. Complete other special projects and assignments as directed by the General Manager or Assistant General Manager

Minimum Requirements

Must be computer literate and knowledgeable in: Microsoft Office suite of products preferable knowledge of Adobe InDesign, Google Chrome, website maintenance, social media platforms, POS systems (Jonas a plus), tablet technology.

College degree preferred

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required.