



POSITION: Reception Administrative Assistant / Part-time

SUMMARY: The CGA is looking for a qualified applicant to join our team to provide administrative support to the Admin/Finance Department and the Executive Director.

RESPONSIBILITIES:

- Receive incoming telephone calls and perform other reception duties
- Administrative support to Admin/Finance Department and CGA Executive Director
- Coordinate CGA Hole-In-One program
- Maintain and update the CGA *Carolinas Golf* magazine, member clubs, and amateur reinstatement status databases
- Shipping point of contact for office
- Maintain and update Wall of Champions photos
- Assist with annual member club packet assembly and mailing
- Prepare annual thank you letters to volunteers and host clubs
- Monitor and replenish office supplies, as needed

QUALIFICATIONS:

- Excellent customer service and telephone skills
- Proficient with Microsoft Office (Word, Excel, Outlook)
- Strong verbal and written communication skills
- Detail oriented and reliable
- Ability to multi-task and work independently
- High school diploma and minimum of 5 years of office experience preferred
- Golf knowledge

OTHER: This position requires employee to work onsite at the CGA location in Southern Pines, NC, and does not offer off-site working flexibility.

To be considered for this opportunity to join the CGA Team, please submit your resume and cover letter to: admin@carolinagolf.org. No phone calls please.