

The Grove Club - Retail Attendant / Concierge

General Summary of Duties

Concierge:

Our team is looking for an organized, detail-oriented, and high-energy receptionist to assist with the daily administrative functions at our Club. The ideal candidate will possess strong customer service skills, professional acumen, and technical abilities. Candidates applying for this position must be available to work flexible hours with weekday and weekend availability.

Examples of Duties (including but not limited to the following)

- Greet and escort guests to the appropriate areas per established guidelines.
- Facilitate member bookings through club systems for dining, meeting rooms, and other private spaces.
- Answer telephones and facilitate member requests.
- Exercise good judgment and time management while handling multiple priorities.

Retail Attendant Duties:

- Always displays the highest standards of service, greeting and welcoming members in a polite, gracious, and enthusiastic manner.
- Assist Retail Manager with inventory management, displays, and overall Shop Appearance.
- Answer the phone in a timely and professional manner.
- Help members with any problems that may arise and communicate accordingly to the Professional Staff (Golf Shop).

Qualifications:

- Proficient in general computer knowledge.
- Ability to communicate effectively; must be able to establish and maintain effective working relationships.
- Superior time management skills with the ability to focus on multiple tasks at any given time.
- Strong verbal and written communication skills.
- High School or Equivalent Education preferred
- **Must be able to work most weekends and/or some holidays.**

Position Details

- Job Type: Full-time or Part-Time available
- Pay: Hourly – based on qualifications
- Location: College Grove, TN: Reliably commute or planning to relocate before starting work (Required)
- Work Location: In person