



El Niguel Country Club



El Niguel Country Club (the “Club”) is in a unique setting starting about a mile inland from the Pacific Ocean. We are located in Southern Orange County on Crown Valley Parkway in Laguna Niguel, California. In 1976, the “Founders” of ENCC created the private club that still thrives today. The Club is a family oriented golf club without tennis or pool facilities. The Club continues to evolve while maintaining a tradition of being a welcoming place to its members and their guests.

The Club has well maintained facilities having invested over \$10 million in the golf course over the past 10 years with a concentration on water conservation. It has a state-of-the-art irrigation system including lagoons for water storage. We went through 22 acres of turf reduction in 2015 and recently completed a \$4 million full golf course renovation. Another \$3 million has been expended over the same timeframe on the clubhouse. Most of the clubhouse was renovated in 2012 and the locker rooms were redone in 2016.

The Club boasts some of the best male golfers in the area and has a well-run woman’s golf association (WGA) along with an impressive junior golf program. Golf is at its best at El Niguel Country Club which has attracted a diverse group of members with a common passion for golf who also enjoy socializing.

Job Knowledge, Core Competencies and Expectations:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Must be computer proficient. Knowledge of windows based programs such as Word and Excel. Must be able to use email and utilize the internet.
- Excellent interpersonal/communication and customer service skills
- Maintains professional appearance and demeanor at all times.
- Must be a team player and service oriented.
- Ability to meet US employment eligibility requirements and company eligibility requirements.
- Retail point-of-sales system knowledge
- Strong interpersonal and organizational skills.
- Polished, professional appearance and presentation.
- Manage stress and time.
- Regular, timely and predictable attendance.

Job Summary (Essential Functions)

Responsible for the merchandise program of the Golf Shop.

Job Tasks/Duties Regularly Performed

- Develop a Retail plan and open-to-buy program, as well as developing inventory and merchandise controls for the Golf Shop to be executed on a daily, weekly, and monthly basis.
- Merchandising and creating visual displays in the Golf Shop, and changing and updating the displays on a weekly basis.
- Assist with the daily golf shop operations when required; including counter registration, phone duties, and tournament preparation.
- Develop a working relationship with vendors by meeting with various sales personnel on a regular basis.
- Working with the Accounting department to insure proper cost of goods and inventory. Supply the Controller with all necessary reports.
- Assisting with the development of sales and marketing strategies in an effort to increase sales and services.
- Develop and create seasonal merchandise plans, visual presentation guidelines and pricing strategies.
- Attendance at pertinent Trade Shows and AGM seminars.
- Spread hospitality and goodwill among the members and their guests.
- Keep all areas of the Golf Shop neat and clean.
- Perform all merchandise ordering and receiving including special order and return programs.
- Follow accounting procedures for processing all invoices.
- Work with other members of the Professional Staff in performing quarterly physical inventories.
- Assist all members and guests by selling merchandise in a professional manner. Demonstrate in-depth knowledge of all products offered for sale.
- Assist the Head Golf Professional with duties as assigned.
- Yearly survey of membership to forecast member needs for the upcoming season.
- Project a friendly, helpful attitude to all members and guests of the Club.
- All other duties as assigned.

Education and/or Experience Preferred:

- Golf operation experience preferred.
- Ability to read and interpret documents, write routine reports and correspondence and speak effectively in English before members and guests.
- Ability to perform basic accounting and math computations.
- Ability to apply common sense and understanding to carryout instructions furnished in written, oral or diagram form.
- Ability to organize and prioritize assigned projects.
- Must have computer and retail point-of-sale system knowledge.

Compensation:

- Commensurate with experience
- Bonus potential
- Competitive benefits package

Resumes accepted via email. NO PHONE CALLS.

Email cover letter and resume to: craigplumley@pga.com