



JOB POSTING – RECEPTIONIST

SAGE Golf Group Worldwide is seeking a receptionist to join the team at Raveneaux Country Club, a prestigious country club in Spring, Texas. The Receptionist will report to the Administrative Assistant and will be responsible for all aspects of kitchen operations.

PRINCIPAL DUTIES:

- Obtain caller's name and arranges for appointments with person called upon.
- Direct callers to destination and records name, time of call, nature of business and person called upon.
- Operate telephone console to receive incoming messages.
- Type memos, correspondence, reports and other documents.
- Make future appointments and answers inquiries. Collect and distribute mail and messages.
- Perform a variety of clerical duties and other office functions.
- Perform any other tasks requested by the management or SAGE Golf Group Worldwide.

REQUIREMENTS:

- Good organizational and communication skills.
- Ability to carry out detailed written or verbal instructions independently and be self motivated.
- Ability to provide effective written and verbal instructions, as well as to retrieve information from technical sources.
- Ability to use logical or rational thinking to solve problems.
- Ability to perform basic mathematical calculations, including calculations involving fractions, decimals and percentages.
- Attention to detail and skilled in working with figures.
- Ability to visually edit and proofread correspondence.
- Ability to perform moderate physical work; may be required to lift up to 30 pounds occasionally, up to ten pounds frequently and up to five pounds constantly. Ability to perform activities such as bending, stooping, kneeling, crouching, climbing, reaching, standing, walking, pushing, pulling, lifting and grasping for up to five hours without sitting.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and produce manuals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to type and use a personal computer utilizing current office software is preferred, but not required.

EDUCATION/ WORK EXPERIENCE:

- Thorough knowledge of general office procedures as would normally be acquired through a high school education and/or two to three years of additional college level courses of study or trades training or equivalent experience.
- Thorough knowledge of general business administration practices and procedures as would be acquired through two to three months of similar experience.

DATE POSITION IS AVAILABLE: Immediately

COMPENSATION: \$10-12 Per Hour, Part-Time or Full-Time (Benefits for Full-Time)

FORWARD RESUME TO: Trudy Pryor
Human Resources
Raveneaux Country Club
9415 Cypresswood Drive
Spring, Texas 77379

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