



ADMINISTRATIVE COORDINATOR

THE CLUB IS AN EMPLOYER OF CHOICE

Every Club employee has an important role to ensure the enjoyment of the facilities by all members. We know that our employees are vital to ensure the success of the Club and will hire, develop, and reward the best people available. The Club has partnered with local businesses which allow for savings opportunities for employees and their families. Club employees enjoy several social events and rewards each year and full-time employees are eligible for partial bus pass reimbursement. Club employees have a chance to experience the joy of playing the same professional golf course conquered by some of the best players in the LPGA and can enjoy playing tennis on one of our ten clay courts or pickleball on one of our six courts built in 2021. Whatever your career ambitions are, the Club offers a chance to develop your skills and creates opportunities to cross-train should your interests change over time. Joining the Club family is not only about having a job, but also about finding what drives you to be the best version of yourself.

ROLE OVERVIEW:

One of Canada's leading private country clubs, the London Hunt & Country Club, is currently seeking a qualified individual as an Administrative Coordinator.

Reporting to the Director of Finance and Administration, the successful candidate will be the Club's receptionist and will provide administrative and basic accounting support to the Administration and Food and Beverage Departments.

The successful candidate will have responsibilities which include, but are not limited to:

- Receptionist duties including greeting members, guests, and visitors, as well as fulfilling member requests such as taking meal reservation and processing takeout orders.
- Answering the phones and assisting or redirecting calls as required, transfer calls to proper extensions, update and maintains staff telephone list, take messages for staff.
- Accounting assistance including processing of accounts receivables and payables.
- Reconciling daily transactions, bank deposits, and electronic fund transactions, including processing inter-club billings. Close daily transactions once all items are charged and deemed correct. Fixes errors and communicate with members about status of their requested amendments.
- Assist with the coordination and member registration for various sporting and social events.
- Maintain appearance of reception area, keep lobby message board up to date with information and schedule of club events.
- Represents administrative department on the health and safety committee and prepares meeting minutes.
- Prepare and process outgoing mail, including member statements and overnight mail services.
- Manage member locker assignments and cancellations.
- Supporting the various departments with ad hoc tasks and projects.
- Perform general office work such as word processing, filing and operating copy and fax machines.

The successful candidate will be available Monday through Friday, plus the occasional public holiday. The typical hours of work would be from 9:00am to 5:00pm. Weekend availability would be considered an asset for coverage, as needed. Please note: Working remotely is not an option for this position.

WE WANT TO HEAR FROM YOU!

Since the London Hunt and Country Club is a family focused Club providing our members with an internationally recognized golf course complemented by first class dining facilities, we have high expectations for our administration team. The successful candidate will have at least three years of experience in Reception/Concierge/Office Administration roles or other relevant experience, ideally in the Private Club or Hotel industry. Ideally, you will have a degree or diploma in office administration or another relevant program. Certification relating to administration or accounting is an asset.

The successful candidate will have the following qualifications and attributes:

- Previous experience working as a receptionist or in a similar administrative role.
- Experience with accounts receivables and payables.
- Strong verbal and written communication skills to interact with clients and employees.
- Strong organizational and multitasking skills with the ability to prioritize workloads in a fast-paced environment.
- Displays a professional attitude that is courteous, client-focused, and accommodating.
- Ability to work as a team player as well as independently.
- Proficiency in using Microsoft Office Applications, and other software is an asset.

Our work environment demands a commitment to quality service and a willingness to work in a team-oriented atmosphere. You are self-motivated and possess professional disposition with good communication and interpersonal skills. You are available to work every weekend and on holidays as needed.

COMPENSATION

The annual salary for this position ranges between \$44,000 and \$52,000, depending on the successful candidate's level of experience and skillset.

If you are committed to playing a key role in the success of the Club, we invite you to submit your resume to careers@londonhuntclub.com. We look forward to working with you!



ADMINISTRATIVE COORDINATOR

No phone calls please. Applications will be accepted, in strict confidence. We appreciate all the applicants expressing an interest in this position, however only those selected for an interview will be contacted. Thank you for your interest.

The London Hunt and Country Club is an equal opportunity employer. We are committed to equity, value diversity, and welcome applicants from diverse backgrounds. The London Hunt and Country Club provides accommodations to job applicants with disabilities throughout the hiring process. If a job applicant requires an accommodation during the application process or through the selection process, the hiring manager and Controller will work with the applicant to meet the job applicant's accommodation needs.