



## **JOB POSTING**

Date of Notice: July 30, 2019

Position Title: **LODGE SHOP ASSISTANT**

Job Location: BANDON DUNES

Position Reports To: Lodge Shop Manager

Closing Date: Until Filled

Send Application To: Attn: Human Resources  
Bandon Dunes Golf Resort  
57744 Round Lake Rd. Bandon, OR 97411  
Fax: (541)-347-5850  
[jobs@bandondunesgolf.com](mailto:jobs@bandondunesgolf.com)

### **Position Summary:**

Assists guests in the selection and purchase of merchandise. Stocks inventory and maintains store to Company merchandising standards. Accurately records and reconciles all sales records. Assists guests with questions and/or directs them to an appropriate resource.

### **Primary Duties:**

- Be fully knowledgeable of gift shop merchandise. Sell merchandise and/or provide suggestions to patrons as appropriate to meet their needs. Assist customers with special merchandise orders.
- Collect money or process credit cards, record sales transactions and issue receipts for all merchandise sales.
- Answer phones, maintain pleasant and professional telephone manner at all times.
- Interact with guests in a congenial and professional manner. Assist patrons with information regarding special events, activities, policies, etc.
- Assist in packing and/or unpacking inventory, arranging and displaying gift shop inventory.
- Assist with physical inventory in accordance with inventory procedures.
- Ensure that the gift shop and storage areas are maintained per Company cleanliness and appearance standards. Maintain clean, presentable and fully stocked merchandise displays.
- Perform other duties as appropriate.

### **Minimum Qualifications:**

- High school preferred.
- 1 year experience in golf shop and/or customer service/retail sales environment preferred.
- Must be able to stand for long periods of time and lift up to 30lbs occasionally.
- Demonstrated quality written, verbal, and interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.



*Candidates interested in applying for this position must meet the minimum qualifications for the position. To apply, please forward a completed application with cover letter and resume prior to the closing date. Complete job description available upon request.*  
**Bandon Dunes is an Equal Opportunity Employer**