



## **Part-Time Assistant Manager**

**Become an integral part of a business that has been making memories for locals and holiday-makers for almost 30 years.**

- Flexibility & Security: Permanent part time 3 - 4 days per week including some weekend days
- Variety: Everything from admin & staff management through to customer service & PR
- Autonomy & ownership: Manage your own workflow and use your initiative to drive small projects from inception to completion

Bellarine Adventure Golf is a fun & busy family entertainment facility in Wallington. We pride ourselves on offering an experience that can truly be enjoyed by all ages in a beautiful garden setting. We are seeking an energetic & enthusiastic person with lots of common sense, maturity and a can-do attitude. Someone who takes pride in what they do and is looking for an ongoing role to sink their teeth into.

### **Duties & Key Responsibilities:**

- Duty management of the facility including overseeing junior staff
- Social account management
- Marketing assistance including growing group & school bookings
- PR including relationship building within the local tourism industry
- Staff training and rostering
- Managing small projects
- Customer service including basic food & drink preparation
- Operate & manage software used within the business (eg. Point of Sale)

### **What will set you apart: (Skills & requirements)**

- Professional and friendly with a positive energy
- High level of common sense and proven problem-solving skills
- Understanding of the unique environment within a small business
- Be happy to work both autonomously & within a team
- Self starter with a can-do attitude
- Strong interpersonal skills
- Clear & confident communicator
- A flair for organisation and attention to detail

Don't self reject if you don't tick absolutely every box above. The right attitude and willingness to learn go a long way with us, so if you are really excited about this opportunity you may turn out to be just the right fit!

For more information contact Sarah on 5250 3777

or to apply please email a resume to: [employment@bellarineadventuregolf.com](mailto:employment@bellarineadventuregolf.com) by 5pm, 17th November 2022.