

Seasonal Reservation and Admin Assistant

We are looking for a passionate individual to join our award winning team

The Seasonal Reservation and Administration Assistant will assist with the operation of the Office, providing excellent customer service and hospitality. This position is instrumental to generating sales, managing reservations, providing customer service and meeting and exceeding customer expectations.

This position includes the duties and responsibilities noted below:

- Answering and processing incoming phone calls.
- Dealing with all enquiries, reservations and administration tasks in-line with company standards.
- Scheduling tee times effectively and ensuring all guest questions are answered.
- Compilation and completion of all guest information for database of customer demographics.
- Ensuring accuracy of tracking customer type, source of business and quantity of rounds played.
- Compliance with all legal policies, paying particular attention to GDPR and PCI Compliance.
- Liaising with all departments to fulfil guest requests.
- Maintaining a pleasant and professional telephone manner at all times.
- Maintaining a professional relationship with all guests and colleagues.
- Performing any reasonable tasks assigned by a Supervisor or Manager.

A passion for excellent service and strong attention to detail are required for this position. Golf knowledge and experience of using the BRS system is preferred. Full training will be provided.

All applications should be emailed to – hr@dumbarnielinks.com

Staff Benefits

- Discount in our Golf Shop
- Discount in The Old Barn Restaurant
- Golf Privileges
- Birthday Meal Voucher
- Staff Events
- Luxury Uniform
- Paid rest breaks whilst on duty
- Committed to Training and Development

- Seasonal from March to October 2026.
- 32 hours per week.
- May include weekend work.
- A zero hours contract applies to all positions.