Job Opportunity

Unique. Fun. Thrilling.

Cordova Bay Golf Course is an 18-hole daily fee golf course. The facility also includes The Ridge, a 9-hole par 3 golf course, Bill Mattick's Restaurant, a driving range, pro shop, and instructional program. Throughout the organization, we are committed to continuous improvement, delivering an outstanding customer experience and having a heck of a good time while doing so. The responsibility for delivering on this mission lies with every single person on staff. Some days that means helping out other team members with their jobs, sometimes it means fixing a customer's flat tire, or launching a rescue mission to get a pull cart out of a pond. It can mean singing happy birthday when a customer walks into the pro shop. It always means picking up litter on the property. Our team is the life blood of the organization. "Not in my job description" is considered to be heresy. We are a team and we will succeed or fail as one. We are fully committed to ensuring that we succeed.

Welcome to Cordova Bay Golf Course, the best golf course on Cordova Bay Road.

Position: Administrative & Member Services Specialist
Department: Cordova Bay Golf Course
Start Date: December 2026 – January 2027
Wage: $26.00 per hour
Job Type: Full Time or Part Time position available (year-round)

Availability: Some weekend work required

Job Description & Required Skills

Are you exceptionally organized, detail-oriented, one who loves the challenge of a good puzzle, and someone who enjoys keeping things running smoothly behind the scenes?

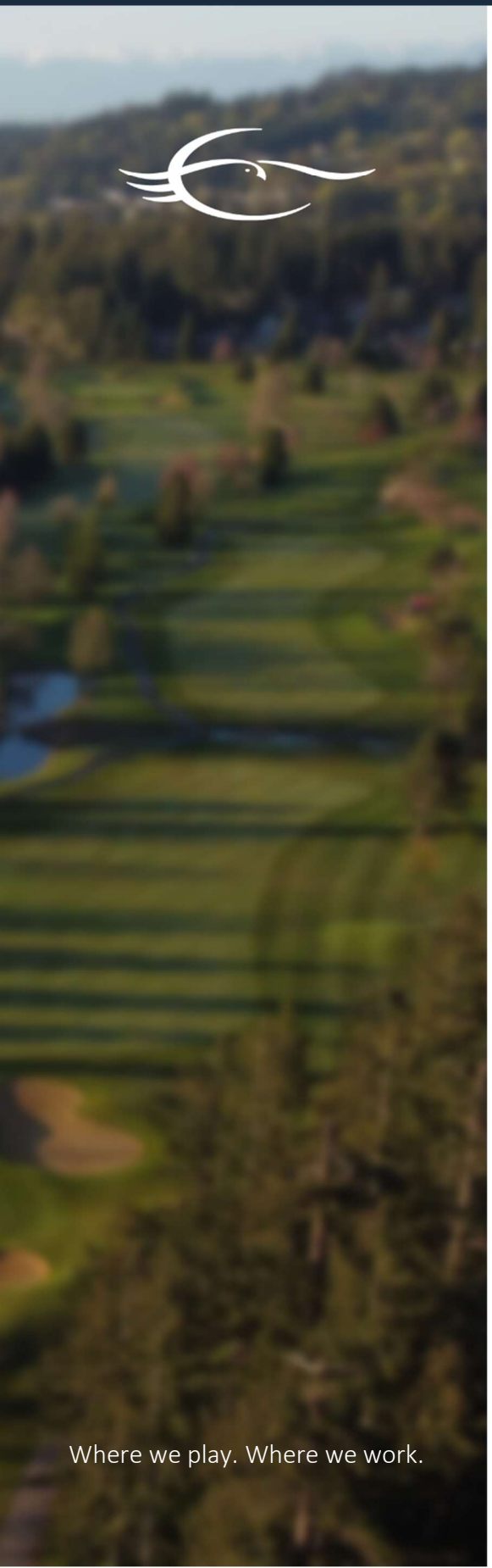
We're looking for an Administrative & Member Services Specialist to join our team and provide essential administrative, accounting, and member services support throughout the Cordova Bay operations.

This is a varied, hands-on role for someone who enjoys working with numbers, spreadsheets, financial records, customer inquiries, and making sure the little details don't become big problems.

Key Responsibilities

- ✓ Cash count reconciliation and daily reporting.
- ✓ Accounts payable and accounts receivable processing, tracking, and follow-up.
- ✓ Credit card reconciliation, investigating discrepancies, and resolving issues.
- ✓ Entering, preparing, and maintaining inventory records.
- ✓ Processing staff timesheets and payroll data entry.
- ✓ Maintaining Excel spreadsheets and administrative records.
- ✓ Ordering and managing office supplies.
- ✓ Processing Players Club applications and maintaining membership information.
- ✓ Responding to membership inquiries and managing email and telephone requests.
- ✓ Supporting daily operations through the preparation of signage, menus, forms, and other operational tools.

Job Opportunity



What We're Looking For

- ✓ Exceptional organizational skills and attention to detail.
- ✓ Strong computer skills, particularly Microsoft Excel and general office applications.
- ✓ Confidence working with numbers, financial records, reconciliations, accounts payable, and accounts receivable.
- ✓ Excellent written and verbal communication skills.
- ✓ A friendly, approachable personality with a genuine interest in helping people both on the front line and behind the scenes.
- ✓ Ability to manage multiple priorities, work independently, and follow through.
- ✓ A proactive attitude and willingness to jump in wherever support is needed.

The Right Fit

You take pride in getting things right, enjoy bringing order to the moving parts of a dynamic operation, and understand that great customer experiences are only possible with great administrative support.

At Cordova Bay, we believe in helping each other, looking after our customers, and having a heck of a good time along the way. If that sounds like your kind of workplace, we'd love to hear from you!

Benefits

- ✓ Complimentary access to the golf course and range (min 3 days worked per week)
- ✓ Meal discounts while on shift
- ✓ On site free parking
- ✓ Eligible for year-end bonus

Application Process

Please send a resume and cover letter to Michelle Egan at michelle@cordovabaygolf.com and specify for which position (Full time or Part Time) you are applying. Only those selected for an interview will be contacted. Thank you for your interest