



# St Ives Country Club

## Job Description

**JOB TITLE:** Tennis Pro Shop Manager | Administrative Assistant  
**DEPARTMENT:** Tennis Operations  
**TYPE:** Full Time  
**LEVEL:** Experienced

### **JOB SUMMARY:**

We are seeking a dynamic and organized Tennis Pro Shop Manager/Administrative Assistant to join our team. This role is crucial in ensuring the smooth operation of our tennis program and providing exceptional service to our members.

### **Pro Shop Management:**

- Oversee daily operations of the pro shop, including opening and closing procedures.
- Manage inventory levels, place orders, and maintain accurate records.
- Merchandise products effectively to maximize sales.
- Assist members with purchases, rentals, and inquiries.

### **Administrative Duties:**

- Process member charges and billing inquiries.
- Coordinate food and beverage orders and selections for team events.
- Assist with the preparation of the annual tennis calendar and event planning.
- Manage general administrative tasks, including email communication and document preparation.

### **Member Services:**

- Provide prompt and courteous service to all members.
- Resolve member issues and concerns in a timely and professional manner.
- Assist with court reservations and scheduling.
- Participate in social tennis events and promote club activities.

### **Qualifications:**

- Previous experience in retail management, preferably in a tennis pro shop setting.
- Strong knowledge of playing tennis, tennis rules and regulations, particularly ALTA/USTA.
- Excellent communication and interpersonal skills.
- Proficiency in computer software, including POS systems.
- Ability to lift up to 25 pounds.
- A passion for tennis and a commitment to providing exceptional customer service.

### **To Apply:**

Please submit your resume and cover letter

to [smarcus@stivescountryclub.org](mailto:smarcus@stivescountryclub.org) and [bweaver@stivescountryclub.org](mailto:bweaver@stivescountryclub.org)

We offer a competitive compensation package and the opportunity to work in a dynamic and rewarding environment.