

ELBOW SPRINGS GOLF CLUB

CONTACT

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Calgary, Ab, Canada



SKILLS WE VALUE

Being on time + prepared

Being coachable

A positive attitude

Making an effort

Exceeding expectations

Caring about what we do

EVENTS MANAGER

THE OPPORTUNITY

Are you a dynamic and detail-oriented problem solver with a passion for planning and executing exceptional events? We are recruiting an Events Manager to join our team and take charge of organizing unforgettable experiences for our guests. Your creativity, organizational skills and leadership will be key in elevating our offerings. We offer you:

- A flexible schedule and compensation/benefit package
- Ownership of your department - run this like your own!
- Employment with stability and longevity
- Free golf. Don't golf? It's time to try it out. It's free!
- Great discounts on golf equipment and apparel
- Work in a fun environment with a team that loves that they do

ABOUT THE ROLE

The Events Manager is responsible for all event operations. This is a hands-on position that requires energy, focus and skill to ensure success. Here are some of the things you'll be tasked with:

- **Event Coordination:** Manage all event sales and booking, planning and execution at the course including tournaments, weddings, member events, corporate and social events.
- **Administrative Support:** Provide essential administrative services including cash counting, answering phones, ordering office supplies and other duties.
- **Problem Solving:** Identify areas that need attention and proactively solve problems to ensure smooth operations.
- **Team Collaboration:** Work closely with our team, demonstrating strong team management and leadership skills to delegate tasks and ensure everyone has what they need to succeed.
- **Culture:** Lead by example and have the right attitude to drive our company culture in a positive way.

WHAT YOU BRING

As a key leader in our company, we are looking for someone with a good balance of established skills, willingness to be coached, the ability to both operate day-to-day operations and look "big picture", and bring new ideas forward on our team. You have:

- Pride in your work, our company, and the team
- An eagerness to learn and join an established team
- Strong organizational and project management skills.
- Experience working in a fast-paced environment and the ability to manage multiple events simultaneously while maintaining a high attention to detail.
- Ability to identify gaps in our business and offer solutions.
- Strong communication and a commitment to being a team player.
- Reliable transportation - we are located just west of Calgary on highway 8 with no public transit access