

## Job offer / Call for applications

*Are you passionate about golf?*

*Are you a good golfer and an energetic person who would like to work in an environment you find motivating?*

Hulencourt Golf Club and the Hulencourt Golf Academy by Jérôme Theunis are seeking a **GOLF ACADEMY MANAGER**.

### Presentation

Hulencourt Golf Club is a private club located in Vieux-Genappe (Brabant Wallon), about 30 minutes south of Brussels. Considered to be among the most attractive in Belgium, the golf club has one 18-hole course and one shorter 9-hole course.

Faithful to its tradition of investing in order to offer its members the best service, in 2017 Hulencourt Golf Club is strengthening the positioning of its Academy which intends to become a leader in Belgium. Complete with a brand new indoor centre and a high level fitness room, the Academy uses all of the golf club's infrastructures, such as the large practice area or the excellent putting green.

Head-pro and former European Tour player Jérôme Theunis heads the Academy and has been teaching there for the past four years.

With a view to creating a high level learning environment, capable of responding to the demands of amateur players as well as the best Belgian players on Tour, Hulencourt Golf Club is currently seeking a Manager for its Academy.

### Duties

The tasks of the Golf Academy Manager are extensive and include in particular:

- Maintaining good relationships between members of the Academy and responding to their requests and questions
- Managing the professional schedule and events (group classes, interclubs...)
- Follow-up of reservations
- Operational management of the different Golf Academy events
- Day to day contact between the Academy and Hulencourt Golf Club
- Canvassing potential new members of the Academy and the golf club
- Responding to requests for subscriptions and following-up with new members
- Managing the Academy's internal budget and keeping track of income
- Administrative management of the Academy (billing...)
- Managing a general communications plan to promote the Academy
- Optimal use of social networks to maintain the Academy's online presence
- Use of communication and marketing tools to promote the Academy (newsletter, website...)

[www.golfhulencourt.be](http://www.golfhulencourt.be)

Any questions about this offer of employment should be addressed exclusively to [info@vaav.eu](mailto:info@vaav.eu)

## **Your profile**

- ✓ You are a graduate or have equivalent experience
- ✓ You have at least 5 years of relevant professional experience (experience in the golf business is a plus, but not a requirement)
- ✓ You are passionate about golf and have a good handicap
- ✓ You are capable of seeing golf as *business-oriented*
- ✓ You are an excellent administrative manager and are very well organised
- ✓ You are capable of organising your own time and know how to set the right priorities on your own
- ✓ You are a good communicator and write and speak both French and English fluently (one of the two languages is your native tongue; Dutch is a plus)
- ✓ You have a business mind and a client-centric approach
- ✓ You have analytical skills and know how to separate the essential from the detail
- ✓ You don't have a '9 to 5' mentality and you can work at weekends
- ✓ You are familiar with the use of various social media
- ✓ You master the usual computer software (Word, Excel, Outlook...)
- ✓ You are dynamic, proactive and open to new ideas, opinions and visions
- ✓ You are a sociable person and a genuine 'team player'

## **Our offer**

The position on offer is open to a salaried employee seeking an open-ended contract or an independent contractor.

We offer a very competitive package to be discussed in line with your profile and experience.

**Interested? Send your CV right away and a letter expressing your interest before 14<sup>th</sup> April 2017 to [info@vaav.eu](mailto:info@vaav.eu)**

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