



EXAMPLE ADVERTS – SECRETARY/MANAGER (reviewed August 2011)

<p><b>FAIRACRES GOLF CLUB LTD</b> Established 1898</p> <p><b>SECRETARY/MANAGER</b></p> <p>Due to retirement, applications are invited for the above post. Ideal candidates will have a sound knowledge of computerised administration, financial - budgetary control and general management. Proven man management and communication skills are essential with an appreciation of the traditions of a private members club.</p> <p>Salary is negotiable and no accommodation is provided.</p> <p>Applications in writing with full Fairway Drive CV to: Mr M Smith Fairacres Golf Club Ltd Fairacres ZZ1 1YY</p>	<p><b>FAIRACRES GOLF CLUB LTD</b></p> <p><b>SECRETARY/MANAGER</b></p> <ul style="list-style-type: none"> <li>✎ Leading Welsh Golf Club seeks services of a Secretary/Manager.</li> <li>✎ Must have experience of managing Staff and Course</li> <li>✎ Management and be computer literate.</li> </ul> <p>Please apply in writing with details of career to date &amp; salary expectations to: The Chairman, Fairacres Golf Club, Fairway Drive, Fairacres ZZ1 1YY</p>
<p><b>FAIRACRES GOLF CLUB</b> (founded 1885)</p> <p><b>CLUB SECRETARY</b></p> <p>The successful applicant will be responsible for managing all aspects of this long-established private members club, in accordance with the directions and policies of the committees.</p> <p>Applicants should have sound administrative and financial experience, together with a good knowledge of golf and its traditions. Proven man-management and communication skills are essential, and applicants should be familiar with golf club computer systems.</p> <p>It is desirable that applicants will have successfully completed a recognised Golf Club Manager/Secretary course.</p> <p>No accommodation will be provided. The successful applicant is expected to be in place by 3rd May.</p> <p>Applications, in writing, by 1st March, together with C.V. and salary expectations should be sent to:</p> <p>The Captain, Fairacres Golf Club, Fairway Drive, Fairacres ZZ1 1YY</p>	<p><b>FAIRACRES GOLF CLUB</b> (founded 1885)</p> <p>Fairacres Golf Club is a traditional Members Club of some 550 playing members, renowned for its friendly atmosphere. The present Secretary/Manager will be retiring in the Autumn. Applications are therefore invited for the post (full-time) of:</p> <p><b>SECRETARY/MANAGER</b></p> <p>You will be fully conversant with golf and its management, and experienced in:</p> <ul style="list-style-type: none"> <li>✎ management of personnel</li> <li>✎ the operation of a small business</li> <li>✎ 'hands on' computer skills</li> </ul> <p>Accommodation is not provided.</p> <p>Applications (in writing), together with CV and salary expectations, should be sent to:</p> <p>The Captain Fairacres Golf Club Fairway Drive Fairacres ZZ1 1YY</p>

<p style="text-align: center;"><b>FAIRACRES GOLF CLUB LTD</b></p> <p style="text-align: center;">Established 1892</p> <p style="text-align: center;"><b>CLUB SECRETARY</b></p> <p>Fairacres Golf &amp; Country Club is seeking to appoint a successor to their present Club Secretary who is retiring. The Secretary is responsible to the Club Chairman and, through him, to the Committee for all aspects of the day to day management and administration concerning staff, finance, course, house, golf, tennis and squash.</p> <p>A sound knowledge and experience of golf club administration, committee procedures and the application of computer skills is essential, together with an appreciation of the spirit and traditions of a private members club. The ability to work harmoniously with all members, visitors, staff and the club's officials is of paramount importance.</p> <p>Salary is negotiable and accommodation is provided.</p> <p><i>Applications giving full details of qualifications and career to date should be sent to:</i></p> <p style="text-align: center;">The Chairman Fairacres Golf Club Fairway Drive Fairacres ZZ1 1YY</p>	<p style="text-align: center;"><b>FAIRACRES GOLF CLUB LTD</b></p> <p style="text-align: center;">Wishes to appoint a</p> <p style="text-align: center;"><b>SECRETARY/MANAGER</b></p> <p><b>The successful applicant will be expected to work a minimum of 28 hours a week and demonstrate success in general management, computerised administration and financial-budgetary control. Sound knowledge of golf and ability to work harmoniously with staff, members and visitors essential.</b></p> <p style="text-align: center;"><b>Salary negotiable.</b></p> <p><b>Written application in strict confidence with CV and details of experience to:</b></p> <p style="text-align: center;"><b>The Secretary Fairacres Golf Club Fairway Drive Fairacres ZZ1 1YY</b></p> <p style="text-align: center;"><b>Latest by 3rd September</b></p>
<p style="text-align: center;"><b>FAIRACRES GOLF CLUB LTD</b></p> <p style="text-align: center;">Applications are invited for the post of</p> <p style="text-align: center;"><b>CLUB SECRETARY</b></p> <p style="text-align: center;">Knowledge of golf, management, finance and computer skills are essential. Salary negotiable. Accommodation may be available.</p> <p style="text-align: center;">Applications in writing with CV should be sent by the 20th September to:</p> <p style="text-align: center;">The Captain Fairacres Golf Club Fairway Drive Fairacres ZZ1 1YY</p>	<p style="text-align: center;"><b>FAIRACRES GOLF CLUB LTD</b></p> <p style="text-align: center;">Established 1892</p> <p style="text-align: center;"><b>SECRETARY/MANAGER</b></p> <p>Applications are invited by 31<sup>st</sup> September for the above position. Candidates will need to demonstrate a keen interest in golf, proven managerial ability, sound financial appreciation and excellent communication skills. Computer experience essential. Previous experience preferred. No accommodation.</p> <p style="text-align: center;"><i>Write with full C.V. to:</i></p> <p style="text-align: center;">The Chairman, Fairacres Golf Club, Fairway Drive, Fairacres ZZ1 1YY</p> <p style="text-align: center;"><i>Full particulars will be sent with acknowledgements of applications.</i></p>