



**Kelab Golf Sarawak**, an established premier club, located in the heart of Kuching City, with 36 holes golf course and other recreational facilities supported by a strong membership base is inviting suitable candidates to apply for the post of:

### **1. RECEPTIONIST (GOLF REGISTRATION COUNTER)**

Acting as the source of information for all members and guests on Club's events and other related facilities. Responsible for bookings and reservations for Club facilities and collection of green fees, buggy fees and other facilities charges.

#### **Requirement:**

- \* Minimum SPM. Fresh graduate are encourage to apply.
- \* Self-motivated with good interpersonal and communication skills.
- \* Polite, able to prioritize and able to work under pressure.
- \* Able to converse fluently and write in Bahasa Malaysia and English.
- \* Able to converse in Mandarin will be an added advantage.
- \* Computer literate and familiar with MS Office.
- \* Able to work on shift, weekends and public holidays.

### **2. GOLF OPERATIONS ASSISTANT (GOA)**

\* GOA will assist with all aspect of the golf operations including managing on-course pace of play, scheduling tee times, buggies and/or golf event set-up. The position will spend time both indoors and out-doors.

#### **Requirement:**

- \* Minimum SPM. Fresh graduate are encourage to apply.
- \* Self-motivated with good interpersonal and communication skills.
- \* Able to converse fluently and write in Bahasa Malaysia and English.
- \* Able to work on shift, weekends and public holidays.

### **3. SECURITY GUARD**

To ensure the safety of all members, guests and employee of the Club and security enforcement are compliance with all relevant regulatory requirements and guidelines. To carry-out investigation and make report of any illegal, suspicious or irregular happenings in the club premises.

#### **Requirement:**

- \* Minimum 5 years of experience in the security or surveillance.
- \* Preferably a former ex-police force.
- \* Knowledge in security CCTV system and Health & Safety policies and procedures would be an advantage.
- \* Physically fit, able to converse fluently and write in Bahasa Malaysia and English.
- \* Able to work on shift, weekends and public holidays.

#### **4. Swimming Pool Supervisor cum Life Guard**

To ensure the members and guests abide the rules and regulations while utilizing the swimming pool. To carry-out life-saving procedures as and when the situation required and to ensure swimming pool cleanliness, chlorine PH level check, all facilities and equipment always in tip top condition.

##### **Requirement:**

- \* Must hold valid lifeguard and life-saving certification.
- \* Ability to enforce swimming pool rules in considerate but firm manner.
- \* Ability to react quickly and efficiently in emergency situation.
- \* Minimum 2 years experienced as lifeguard preferred.
- \* Physically fit, able to converse fluently and write in Bahasa Malaysia and English.
- \* Able to work on shift, weekends and public holidays.

#### **5. Cleaner**

Will carry-out daily routine cleaning schedule within the Club premises, check and ensure housekeeping amenities for members and guests are adequate and placed. To perform spring cleaning works and maintain the Club cleanliness at all times.

##### **Requirement:**

- \* Able to read and write in Bahasa Malaysia.
- \* Able to communicate fluently in Bahasa Malaysia and local dialect such as Iban is an added advantage.
- \* Physically fit and able to work on shift, weekends and public holidays.

CLOSING DATE: Friday, 19<sup>th</sup> June 2020 (on or before 12.00pm)

Interested and qualified individuals are invited to provide detailed resume, expected salary, contact details and recent passport-sized photo to be submitted to :

**GENERAL MANAGER,  
KELAB GOLF SARAWAK  
PETRA JAYA  
93050 KUCHING  
SARAWAK**

**Or email to**

**hr@kgswak.com**