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| The Open 2024 Recruitment Request  |
| Job Title: | Practice Tee Time Controller |
| Department: | Professional Championships |
| Volunteer/Paid Role: | Paid |
| Job Purpose |
| Coordinate player practice round bookings at The 152nd Open. |
| Job Description |
| Role and Responsibilities* Communicating the player practice tee times and policy to players and their support teams.
* Operating the online portal or booking system for players to book practice round tee times throughout the week.
* Liaise with 1st / 10th tee starters to ensure the practice tee sheet is accurate.
* Answering general practice-related enquiries from players.

Experience* Experience working within a golf club environment is desirable
* Customer service experience with a high degree of professionalism and discretion
* Experience dealing with professional athletes, VIPs or celebrities is desirable

Skills* Understanding of golf tournament event operations
* Excellent organisational skills and ability to stay calm under pressure
* Friendly, approachable, and customer-focused with a high attention to detail
* Takes initiative and seeks our opportunities to go “above and beyond” guest expectations
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