Forest Hill Field Club (Golf Course)

Title: Front Desk Clerk/Social Media Manager

Location: 9 Belleville Ave, Bloomfield, NJ 07003

Job Type: Part-Time

Compensation Type: Hourly

Start Date: ASAP

Job Description:
Seeking a self-starter who works well with people. This role will be responsible for answering phones, updating social media sites, and assisting with weekly communication.

Qualifications:
- Must be outgoing
- Must have good people skills
- Must have moderate computer skills

Application Instructions:
Email resumes and inquiries to jseitz@foresthillfc.com.