**[](http://www.montgomerielinks.com/gallery/)**

The Montgomerie Links is located at midway between Hoi An and Danang, the central coast city of Vietnam. Montgomerie Links rated as “ONE OF ASIA’S TEN MOST ELITE COURSES IN 2012” by The Forbes Travel Guide, “TOP 10 BEST GOLF COURSES IN VIETNAM” by Vietnam Tourism Awards 2017 – Ministry of Culture, Sports and Tourism, and it has recently been honored at the prestigious 2017 Asia Pacific Golf Summit for "THE 1ST RUNNER-UP BEST GOLF COURSE IN VIETNAM"

**We are now seeking 01 Marketing Executive, 02 Hotel Receptionist, 02 Golf Receptionist**

**MARKETING EXECUTIVE**

**JOB DESCRIPTIONS:**

Marketing Executive is mainly in charge of the club’s visual presentations, marketing materials as well as banquet/events support.

Marketing Executive reports to Sales & Marketing Manager.

**Major Duties  
*A. Marketing (50%)***1.    Conduct a minimum of half yearly domestic market research comprising of reviews of all golf clubs in Vietnam and makes recommendations on pricing to ensure competetativeness in the domestic and international golf markets with a minimum of half yearly market research comprising.  
2.    Search and analyze the market to update the latest market trend and product.  
3.    Control and develop MLV Media database.  
4.    Work closely with Local Media, Social media agency, Golf Magazine.  
5. Liaise with Sales & Marketing Manager in online marketing through various channels.   
6.    Cooperate and recommend trade shows to exhibit MLV to generate awareness resulting in sales.  
7.    Assist Sales & Marketing Manager in making marketing plan for the advertising and sales promotion, create and implement marketing programs to support business growth with the focus to generate increased sales.   
8.    Liaise with Sales & Marketing Manager in making marketing plan for Villa, Hotel, Restaurant, Golf Academy, Golf component. (Monthly plan, quarterly plan, yearly plan)  
9.    Participate in internal meetings to discuss distribution and marketing activities, new ideas, and brings an “out of the box” approach to problem solving;  
10.  Corporate with S&M team to take care of FAM and liaise with DMC, Golf Coast Vietnam (GCV) to bring FAM to the Montgomerie Links.  
11.  Liaise with Banquet/event team with Sales Manager’s leading in developing new database corporate accounts & banquet/events organization.   
***B.    Graphic Design (50%)***1.  Review, create and coordinate the production of marketing materials to support sales, including leaflets, brochure, posters, flyers, newsletter, social media;   
2. Create and coordinate the production of on-site marketing items including in-house signages, billboards and booth at airport;  
3. Liaise with IT department to ensure MLV website up to date and in line with current trend;  
4. Assist other department when in need of graphic design.

**BENEFITS:** Competitive Salary & Benefit Package

**REQUIREMENTS:**

-  Being creative, initiative, dynamic, enjoying working with people, having passion in marketing/Graphic designing & “can do” attitude.  
-  Bachelor Degree in Marketing, Graphic Design, IT or related fields in graphic design/marketing in hospitality industry as priority.   
-  Excellent skills in operating a personal computer & various design software packages with customer focus.  
- Strong passion & Considerable knowledge of graphic design, marketing, sales development with effective sales & marketing techniques.   
-  Good organizational, time management & problem solving skills.   
-  Good interpersonal and communication skills; in developing sales collateral material

**HOTEL RECEPTIONIST**

**JOB DESCRIPTIONS:**

Welcoming guests to the hotel/villas, making reservations for them, working as a cashier and attending to their other needs that are instrumental to their comfort during their stay at the hotel/Villas. Also, the incumbent ensures that guests experience maximum comfort and satisfaction at the hotel/Villas without any hitches in order to present a good image of the hotel/Villas and leave lasting impressions in the minds of visitors.

***Primary Duties :***

1. Receive guests to the hotel/Villas by greeting them warmly, and attending to their inquiries and also answer inquirers over the phone.

2. Inform guests of the services and accommodation rates in the hotel/Villas, make reservations for guests according to their needs, and also make sure that all reservations cancelled are effected immediately to avoid confusion.

3. Build good relationship and rapport with guests to make them feel comfortable and address any complaints they might have in a very courteous manner to protect the image of the hotel/Villas.

4. Keep clear and comprehensive records of guest room/villa bookings and all billings for accountability and future reference.

5. Assist guests on all secretarial services at the Business Centre with courteous and professional manner.

6. Register guest information with police and immigration office after Guest Check in.

7. Record all the services used by the guests during their stay and do cashier job when guests check out.

8. Maintain orderliness at the front desk by arranging documents accordingly and keeping the front desk area clean at all times.

9. Attend to all routes of room/villa bookings, such as online, phone, and in person, to ensure that reservations are not left hanging but attended to promptly to keep the hotel/villa business running.

10. Report issues of maintenance and malfunctioning appliances to the Villa Operations manager for quick repair in order to ensure guests comfort and satisfaction.

11. Do other tasks assigned by Villa Operations Manager.

**BENEFITS:** Competitive Salary & Benefit Package

**REQUIREMENTS:**

-  University diploma graduates or qualified students of 3rd, 4th year students generally required (English, economics, or equivalent)   
- Good appearance, dynamic, confident & initiative

- Good knowledge about Reception, cashier job, up-selling skill, professional Customer Service & Computer skills and Multitasking Skills.

- Knowledge of 2nd foreign languages like Chinese, Korean is priority

-  Good crisis management skills.   
-  Must be orderly & attention to details

**GOLF RECEPTIONIST**

**JOB DESCRIPTIONS:**

The primary object is to ensure the reception matter (including Guest check in/out, schedules of play, tee time reservation, guest greeting and sales of pro shop merchandise) and that all revenue from the relevant department are received and collected and charges made to members and guests are correct.

1. Acts as a guide to Members/Guests in a cheerful, professional manner when they arrive at the Club to ensure that they reach their destination and receive immediate assistance.

2. Takes Members’ and Guests’ golf reservations and resolve Members’ and Guests’ complaints.

3. Prepares the daily report and other required reports.

4. Is in charge of up-selling pro-shop items at Golf shop

5. Resolves customer complaints.

6. Establishes relationships with guests to promote club programs.

7. Provides and reserves tee time bookings for individual guests and insures the availability of equipment and services required.

8. Provides quality services to all guests regarding reception & golf shop matter.

9. Greets and assists guests as they arrive before play.

10. Works closely with the Operations team on all golf related activities including tee time bookings, cart and caddie allocation.

11. Makes sure the front area is well-presented at all times and all guests receive prompt and cordial attention from guest relation staff.

12. Equips Golf Shop with golf merchandise and sportswear.

13. Monitors stock levels and reports to Front Desk Supervisor to order if any stock items are low level stock.

14. Supervises daily and monthly Golf shop inventory to make sure the balance

15. Makes sure both golf shop at Clubhouse and Driving Range are well displayed at all time

16. Is responsible to ensure all daily, weekly and monthly reports are sent timely and accurately

17. Ensures frequent “checks and balances” including reconciliation at end of shift and end of day.

18. Ensures all Receptionists strictly follow discount, void, payment policies and procedures

19. Performs any duties assigned by the Director of Golf/ Front Desk Manager

**BENEFITS:** Competitive Salary & Benefit Package

**REQUIREMENTS:**

- Bachelor in Foreign Languages (English)/ Economics or equivalent is priority.

- Good appearance, dynamic, confident & initiative

- Good knowledge about Reception, cashier job, up-selling skill, professional Customer Service & Computer skills and Multitasking Skills.

- Knowledge of 2nd foreign languages like Chinese, Korean is priority

-  Good crisis management skills.   
-  Must be orderly & attention to details

**Interested candidates who wish to apply for these positions, please email us:**

3X4 Photo, CV & Related Qualifications & Certificates (if any)

**Email address**: [career@montgomerielinks.com](mailto:career@montgomerielinks.com)

**Deadline of application:** **15 March 2018**

**Fanpage:** Montgomerie Links Vietnam – Tuyển Dụng