



**Executive Assistant  
Bear Lakes Country Club  
West Palm Beach,  
Florida**

A Bear Lakes membership is a well-deserved reward. Whether your passion is golf, tennis, socializing, or all the above, you'll fit right into our active lifestyle. Members enjoy two world-class Jack Nicklaus Signature courses, 6 immaculate Har-Tru tennis courts, a junior Olympic-sized pool, and a calendar full of social and culinary events. Our contemporary 22,000-square-foot clubhouse with a panoramic view of the Lakes Course is ideal for relaxing and engaging in conversation.

Our Tradition is built on providing unique member experience. Enjoy a round of golf, play or watch a tennis match, lounge by the pool, or participate in our full calendar of golf, tennis, dining, and social events with friends and family. At Bear Lakes, you'll find all the amenities to indulge your interests and cultivate relationships. Once you experience it, you'll find no place you'd rather be.

Established in 1984, Bear Lakes proudly honors our history while adapting to meet the needs of our members. That's why we say Bear Lakes is "Tradition Redefined".

**Mission Statement**

Our mission at Bear Lakes is to provide exceptional service to our member-owned country club. We strive to create a member experience that makes us the club of choice!

**Our Vision**

Our vision is always forward, and we continuously challenge our employees to think bigger and build on our core structure. Our core structure will shape and mold Bear Lakes into the Club that members and employees want to be at!

## **Executive Assistant**

### **Bear Lakes Country Club**

**Summary:** Provide comprehensive administrative and operational support to the COO/GM, including managing schedules, correspondence, meetings, and various other support tasks to ensure the communication objectives are completed. Act as a liaison between the COO/GM and other club staff, members, and external parties.

#### **Essential Duties and Responsibilities include the following**

- **Administrative Support:** Managing schedules, calendars, and appointments for the COO/GM.
- **Communication:** Handling incoming and outgoing communications, including phone calls, emails, and correspondence.
- **Meeting Coordination:** Planning and coordinating meetings, preparing agendas, and taking and distributing minutes.
- **Record Management:** Maintaining organized filing systems, minutes and records.
- **Member Relations:** Assisting with member inquiries, requests, and complaints.
- **Travel Arrangements:** Organizing and scheduling travel for the COO/GM.
- **Confidentiality:** Handling sensitive information with discretion and maintaining confidentiality.

#### **Skills and Qualifications:**

- Excellent communication and interpersonal skills.
- Strong organizational and time management skills.
- Proficiency in Microsoft Office Suite and other relevant software.
- Ability to multitask and prioritize workload.
- Experience in administrative support roles, preferably in a club or hospitality setting.
- Bachelor's Degree preferably in Business Administration or a related field plus 4-7 years of experience and/or training or an equivalent combination of education and experience.

Please submit resume and cover letter to [hrrspecialist@bearlakes.org](mailto:hrrspecialist@bearlakes.org)