



**Job Title:** Golf Operations Manager  
**Location:** Sigona Golf Club - Kikuyu, Kenya  
**Application Deadline:** 30<sup>th</sup> September 2025

#### **Position Overview:**

Sigona Golf Club is seeking a dynamic and experienced Golf Operations Manager to oversee the planning, coordination, and execution of all golf-related activities. The role is central to ensuring smooth day-to-day golf operations, overseeing staff, exceptional member and guest experiences, the successful delivery of tournaments and events and maintaining the highest standards of course playability and club facilities.

#### **Key Responsibilities:**

- **Operational Management:** Oversee daily golf operations including tee times, pro shop, golf cart fleet, and practice facilities. Enforce club rules and ensure pace of play is maintained.
- **Staff Leadership & Development:** Lead, train, and mentor golf operations staff; manage schedules and performance.
- **Member & Guest Services:** Deliver exceptional service to members and guests, addressing queries and issues promptly.
- **Tournament & Event Coordination:** Plan, organize, and execute golf tournaments and events in collaboration with committees and sponsors. Manage event logistics and post event follow-up.
- **Course and Facility Liaison:** Liaise with the Green Keeper to ensure course quality and readiness. Cleanliness and proper maintenance of golf operation facilities.
- **Budgeting and Financial Management:** Development and management of budgets. Monitor budgets and prepare reports accordingly, manage operational expenses, and optimize revenue opportunities.

#### **Qualifications & Requirements:**

- Bachelor's degree in Hospitality, Sports Management, Business Administration, or related field.
- 5–7 years' progressive experience in golf or sports club operations, with at least 2–3 years in a management role.
- Strong leadership, interpersonal, and communication skills.
- Strong understanding of private members' club rules/operations and club management software (e.g., tee time booking systems, POS).
- Highly organized, detail-oriented, ability to manage multiple priorities and service-driven.
- Computer proficiency: Microsoft Office Suite etc.

If you possess a strong background in golf club management, a passion for the game, and a commitment to operational excellence, we invite you to apply.

To apply, please submit your application letter, CV and the supporting documents listed above to the following email addresses: [info@sigonagolfclub.com](mailto:info@sigonagolfclub.com) CC: [hr@sigonagolfclub.com](mailto:hr@sigonagolfclub.com) on or before Tuesday, 30<sup>th</sup> September 2025.

Only shortlisted candidates will be contacted.