

Established in 1977, Travis Pointe Country Club is a member-owned private country club located fifteen minutes from downtown Ann Arbor and five minutes from downtown Saline. The club's focus is on "family and friends" and has activities twelve months of the year for all ages. The Club's amenities include an 18-hole championship golf course designed by Bill Newcomb, practice facility, indoor and outdoor pools, indoor and outdoor tennis, fitness center, racquetball court, dining, and a ballroom accommodating up to 250 people. The longevity of many of our staff, several with close to 20 years and many with more than 10 years, speaks very well of our quality staff and membership. It's a great place to be!

Travis Pointe Country Club has an immediate opening for an experienced Administrative Assistant. The successful candidate will have exceptional credentials and have the following skills and proficiencies: type (60 words per minute); web site management and design (including Facebook and Twitter); prepare Club weekly and monthly newsletters and other Club communications; Club dinner reservations; prepare notices, agendas and other items for the Executive Committee and Board of Directors; Microsoft Office Software; and process Club emails. Experience in the private country club environment is a definite asset.

The compensation is negotiable and depends upon prior experience. Benefits include: major medical and dental for you and your family (employee contribution, 20%), 401 (k), two week vacation, holiday bonus, meals at the club and other benefits enjoyed by Club employees. No phone calls please.

Please send resumes to:

Guy J. Guarino, CCM
Travis Pointe Country Club
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No Phone Calls Please
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