

Our Club Office is looking for a Full Time Club Office Representative. The ideal candidate is someone with excellent customer service skills, has the ability to multi-task, handles stressful situations, and has the ability to sit and/or stand for long periods of time.

Position requires Microsoft Office knowledge, some weekend hours, a high school diploma or GED equivalent. Valid driver's license, criminal background and drug screening required.

Benefits include health, dental, 401(k), and PTO. The amenities of Fripp Island Resort can be made available with supervisor approval and include discounts at restaurants, golf, tennis, recreation, marina, pools, and excursions.

No phone calls please! Apply at 2119 Sea Island Parkway, Harbor Island SC 29920, or email resume.