



## Customer Service

### Facility Description: Cool Clubs Headquarters, Scottsdale, AZ

Cool Clubs is an international leader in custom golf club fitting. Our global locations boast the latest technology and offer customers an unrivaled tour fitting experience. We utilize TrackMan, our proprietary fitting software, and over 20,000 club combinations from leading manufacturers to deliver guaranteed game improvement to our customers.

### Job Description:

We are looking for an individual to help support the front office and customer service department as our company continues to grow globally. The position entails answering telephones, greeting customers and schedule fitting appointments. Initially will be part-time but could lead to full-time employment and is available immediately.

### Other responsibilities include:

- Schedule fitting appointments for Cool Clubs locations
- Greet customers
- Answer telephones
- Advise customer's status on orders and shipping details
- Assist walk-in customers and accept club repairs
- Support fitters, builders, shipping and receiving
- Conduct tours of our production facility, when necessary
- Maintain customer records
- Respond to online requests and email correspondence, product inquires

### Position requirements:

Interest in golf or knowledge of the industry - helpful  
Familiar with Microsoft Office Suite

