

## **CLERICAL/OFFICE**

There are currently no openings on our Clerical/Office team

Wern Valley is one of the premier outdoorsman destinations in Wisconsin. As one of the Office employees you play an important role in the customer services part of the outdoors experience.

As an office employee you can work a variety of hours. You will be interacting with the customers who use our facility regularly. Activities include, but are not limited to; Answering phones, booking hunts and special events, handling problems as they arise, maintaining precise and detailed books, organizing special events and coordinating staff, handling and processing transactions, and interacting with customers in a friendly, professional matter. This position requires that you work special events and parties.

This position requires attention to detail and ability to work in a team and as an individual. Flexibility is important in this position as you fill many roles as needed in and around the clubhouse. You must be 18+ for this position and available to work during the day and weekends. You must be able to lift 50lbs easily and must have a bartender's license issued or accepted by the state of Wisconsin.

### **To apply:**

Please either fill out the form below or submit an application via email or in person at the clubhouse.

Any questions please call the clubhouse at 262-968-2400