



# PETER JACOBSEN SPORTS, LLC.

## CUSTOMER SERVICE SPECIALIST JOB DESCRIPTION

### POSITION

Title: Customer Service Specialist

FLSA Status: Non-Exempt

### DESCRIPTION

Staff golf-related activity in the on-site Lexus Performance Experience display tent at three USGA Championships. Provide support services in the planning and execution of the Lexus fleet management program.

### RESPONSIBILITIES

1. Staff golf activity in the Lexus Performance Experience Tent at three USGA Championships, including: U.S. Open, U.S. Women's Open and U.S. Senior Open. This will include, but not be limited to:
  - Greeting spectators
  - Scanning RFID devices
  - Conducting "closest to the pin" contests or putting contests
  - Starting and shutting down the equipment each day
  - Recording/reporting daily results
2. Assist the fleet management team with the vehicle logistics for USGA Championships and PGA TOUR events. The duties will include, but not be limited to:
  - Installing ID numbers on vehicles
  - Tagging keys with corresponding ID numbers
  - Plating vehicles
  - Organize, store and replace vehicle components
  - Programming navigation/audio settings
  - Post-event inventory spreadsheets
  - Post-event inspections
  - Support post-event disposal process
3. Perform other related duties as required or assigned

Strong interpersonal communication skills and a high degree of professionalism is required. The on-site golf activity portion of this job requires knowledge of the game of golf, a moderate degree of skill and long periods of standing. The fleet management portion requires frequent standing, sitting, walking and moderate to light lifting. Also, with the fleet management assignment, there are strict timelines for work completion before and after each project (prepping and disposal along with significant travel).

### SKILLS

- General knowledge of the company's goals, objectives, policies and procedures.
- Ability to remain organized while multi-tasking.
- Ability to think quickly and to use judgment and creativity in solving problems.
- Ability to pay attention to details and to follow-up as needed.

## QUALIFICATIONS

- High School Diploma or Equivalent

## ENVIRONMENT

Work will be performed outdoors, or in a tented environment. A considerable amount of travel will be required for this position.



# PETER JACOBSEN SPORTS, LLC.

## FLEET ASSISTANT JOB DESCRIPTION

### POSITION

Title: Fleet Assistant

FLSA Status: Non-Exempt

### DESCRIPTION

Provide support services in the planning and execution of the Lexus fleet management program.

### RESPONSIBILITIES

Assist the fleet management team with the vehicle logistics for USGA Championships and PGA TOUR events. The duties will include, but not be limited to:

- Installing ID numbers on vehicles
- Tagging keys with corresponding ID numbers
- Plating vehicles
- Organizing, storing and replacing vehicle components
- Programming navigation/audio settings
- Supervising third party vendors
- Assisting with logistics
- Performing other related duties as required or assigned

### SKILLS

- General knowledge of the company's goals, objectives, policies and procedures.
- Ability to remain organized while multi-tasking.
- Ability to think quickly and to use judgment and creativity in solving problems.

The fleet management portion requires frequent standing, sitting, walking and moderate to light lifting and a significant amount of travel. There are strict timelines for work completion before and after each project (prepping and disposal).

### QUALIFICATIONS

High School Diploma or Equivalent

### ENVIRONMENT

Work will be performed outdoors. A considerable amount of travel will be required for this position.

To apply for an available position with Peter Jacobsen SPORTS, please submit a completed application along with a letter of interest and resume to [jobs@pjsusa.com](mailto:jobs@pjsusa.com) before February 15, 2019.

## PETER JACOBSEN SPORTS, LLC APPLICATION FOR EMPLOYMENT

THANK YOU FOR CONSIDERING PETER JACOBSEN SPORTS, LLC. (PJS) IN YOUR JOB SEARCH. PJS IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF SEX, AGE, RACE, COLOR, RELIGION, NATIONAL ORIGIN, MENTAL OR PHYSICAL DISABILITY, SEXUAL ORIENTATION, POLITICAL AFFILIATION, MARITAL OR VETERAN STATUS. NO APPLICATION WILL BE REJECTED AS A RESULT OF DISABILITY THAT, WITH REASONABLE ACCOMMODATION, DOES NOT PREVENT PERFORMANCE OF THE ESSENTIAL JOB DUTIES.

### CONFIDENTIAL

.....  
PLEASE COMPLETE BY PRINTING IN INK OR TYPING  
COMPLETE ALL QUESTIONS and SIGN YOUR NAME ON LAST PAGE

#### PERSONAL

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_  
Last
First
Middle

ADDRESS: \_\_\_\_\_  
Number
Street
Apt.  
 \_\_\_\_\_  
City
State
Zip Code

POSITION APPLIED FOR: \_\_\_\_\_

SALARY DESIRED: \_\_\_\_\_ DATE YOU CAN START: \_\_\_\_\_

TELEPHONE: WORK-\_\_\_\_\_ HOME/MESSAGE-\_\_\_\_\_

EDUCATION/include MILITARY TRAINING				
Training	Name of School City and State	Major Subjects Or Type of Courses	Circle Last Year Completed	Did You Graduate
High School			Years 9 10 11 12	
Business School			No. of Months	
College or University			Less Than 1 Year 1 2 3 4	Degree Received
Additional Schooling			Number of Years	Certificate Received
<b>SPECIAL SKILLS</b>				
Software Applications/Skills:				
Other Skills:				

## EMPLOYMENT RECORD

(Include Military Service as a part of the employment record. Use the space on the back page to account for any periods of unemployment of one month or more.)

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Employer \_\_\_\_\_ From (month/year) \_\_\_\_\_ To (month/year) \_\_\_\_\_

Address \_\_\_\_\_ Telephone number \_\_\_\_\_

Job title \_\_\_\_\_ Supervisor's name \_\_\_\_\_

Describe your duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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Employer \_\_\_\_\_ From (month/year) \_\_\_\_\_ To (month/year) \_\_\_\_\_

Address \_\_\_\_\_ Telephone number \_\_\_\_\_

Your title \_\_\_\_\_ Supervisor's name \_\_\_\_\_

Describe your duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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Employer \_\_\_\_\_ From (month/year) \_\_\_\_\_ To (month/year) \_\_\_\_\_

Address \_\_\_\_\_ Telephone number \_\_\_\_\_

Your title \_\_\_\_\_ Supervisor's name \_\_\_\_\_

Describe your duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer \_\_\_\_\_ From (month/year) \_\_\_\_\_ To (month/year) \_\_\_\_\_

Address \_\_\_\_\_ Telephone number \_\_\_\_\_

Your title \_\_\_\_\_ Supervisor's name \_\_\_\_\_

Describe your duties and responsibilities: \_\_\_\_\_

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact your present employer before making you a conditional job offer? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If not, any offer may be conditional on a satisfactory reference from your present employer.

## GENERAL INFORMATION

ARE YOU 18 YEARS OF AGE OR OLDER? \_\_\_\_\_ Yes \_\_\_\_\_ No

DO YOU HAVE THE LEGAL RIGHT TO WORK IN THE UNITED STATES? (Successful applicants will be required to prove identity and eligibility for employment.) \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have experience in, or have you ever worked in a similar industry or business before? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please explain (including length, position, and industry).

Have you ever been employed or attended school using any other name? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_

Have you ever been CONVICTED, plead GUILTY, or NO CONTEST, or FORFEITED BOND OR BAIL for any crime other than traffic violations? (NOTE: Applicants for positions in Washington state should NOT list any conviction for which the date of conviction or prison release, whichever is more recent, is more than seven years old. Conviction of a crime is not an automatic bar to employment.) \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain: \_\_\_\_\_

Are you able to perform the primary duties of the job as outlined in the newspaper advertisement, announcement, posting, job line, job description, etc., with or without reasonable accommodation?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If no, please explain: \_\_\_\_\_

Do you have any employment restrictions resulting from a non-compete or confidentiality agreement?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

**IF NEEDED, PLEASE USE THE SPACE BELOW TO PROVIDE ANY ADDITIONAL INFORMATION:**

**(Additional employers, periods of time not worked, etc.)**

**PLEASE READ CAREFULLY BEFORE SIGNING.**

I certify that I have answered the above questions truthfully and have not withheld any information relative to my application. I understand that any falsification, misrepresentation, or omission, as well as any misleading statements or omissions of the application information, attachments, and supporting documents generally will result in denial of employment or immediate termination, if discovered after hire.

I authorize PETER JACOBSEN SPORTS, LLC (PJS) to investigate whether I have a criminal record of convictions, and, if so the nature of such convictions and all the surrounding circumstances of the conviction. PJS has advised me that any criminal background check will focus on convictions, and that a criminal record will not necessarily disqualify me from employment.

If hired, I recognize the rules and policies of PJS. I understand that my employment and compensation can be terminated at any time, with or without cause, and with or without notice, at the option of PJS or myself. I understand that the Owner is the only person who will ever have the authority to create any other terms of employment and/or to enter into any employment contract and that all such contracts must be in writing and signed by both parties. However, I also understand that unless otherwise stated in an employment contract, the company may change, withdraw and interpret other policies (including wages, benefits, hours and working conditions) as it deems appropriate.

I acknowledge reading and understanding the foregoing statements.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**