

## **JOB SUMMARY**

Administrative Assistant duties and responsibilities include providing administrative support to ensure efficient operation of the office. Supports managers and employees through a variety of tasks related to organization and communication. Maintaining professional interactions with home owner and guests. Be responsible for confidential and time sensitive material.

## **EDUCATION, EXPERIENCE & TRAINING**

- High School diploma or equivalent
- A minimum of six months experience in a similar position, including experience managing Accounts Receivable, Accounts Payable, and cash handling.

## **KNOWLEDGE, SKILLS & ABILITIES**

- Demonstrated skills in the proper handling of money
- Excellent customer service
- Computer experience
- Telephone skills
- Intermediate or higher skills with Microsoft Excel and Word
- Basic to intermediate skills with other Microsoft Office Suite programs
- Ability to work unsupervised
- Must be able to work under time and budget constraints, and have an understanding of basic accounting operations and Generally Accepted Accounting Practices
- Must have excellent math skills and accuracy to generate and review financial statements, cash records, and banking records

## **SAMPLE OF DUTIES AND RESPONSIBILITIES**

- Answer telephone in a respectful manner
- Provide excellent customer service to members and guests
- Maintain a general order and cleanliness of the office, including ordering supplies
- Accurate handling of money of daily sales
- Work as a cohesive team player with co-workers and in conjunction with other departments
- Willingness to take on new tasks as necessary.

Position open until filled with Priority Deadline of Friday August 23, 2019.  
Please include a cover letter and current resume when applying.