



## **Job Description: Administrative Office Assistant**

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**Job Title:** Administrative Office Assistant

**Reports To:** Association Manager

**Compensation:** \$22 DOE

**Location:** Tahoe City, CA 96145

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### **Job Summary**

The Administrative Office Assistant will assist the Association Manager and Assistant Manager in the Dollar Point Association Office with various administrative duties. This position is a seasonal position May through September. The Administrative Office Assistant will be PT or FT 9:00am to 5:00pm. Candidate should be computer savvy, friendly, organized, and detail-oriented.

### **Essential Job Responsibilities**

Include the following; other duties may be assigned:

- Manage the member database software program and maintain up-to-date member information.
- Assist the Managers with handling mailings from the Association
- Manage the Association gate card system. Handle distribution and replacement of recreation cards.
- Assist in maintaining office equipment at Association office and pool office.
- Order office supplies as needed per the Association Manager.
- Answer Association telephone when in the Association office and check and follow up on messages left for the Association.
- Participate in enforcement of Association Rules as directed by the Board.
- Assist the Managers as serving as the liaison between the Board, Association members, recreation staff, and contractors.
- Assist the Managers with buoy field, kayak, and paddleboard assignments.

### **Skills, Qualifications, and Experience**

- Prior administrative experience.
- Proficient in Microsoft Word, Excel and Outlook.
- Answering phones and emails.
- Filing, copying & scanning.
- Database management skills.

### **Physical Requirements**

- Ability to lift/push/pull up to 40 lbs.
- Frequent sitting