



Job Description: Administrative Office Assistant

Job Title: Administrative Office Assistant

Reports To: Association Manager

Compensation: \$22 DOE

Location: Tahoe City, CA 96145

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