



Crystal Falls Association
Part-time Administrative Assistant
Job Posting
August 10, 2021

Work Schedule: Monday/Wednesday/Friday from 8:00am – 4:30pm (24 hrs/week)

Compensation: \$16 - \$20/hour depending on experience

Overview:

We are looking for an experienced part-time administrative assistant with excellent customer service skills to support the Crystal Falls Association Board of Directors and its members. The ideal candidate must like working in a fast-paced environment and possess strong multi-tasking skills.

Responsibilities:

- Acts as the primary point of contact for members who have questions, concerns or need information about the Association.
- Coordinates all activities associated with the Association's Clubhouse rentals.
- Works closely with the Board of Directors to coordinate Board Meetings, which includes preparing agendas, meeting minutes, meeting packets, and other meeting support as needed.
- Maintains the Association's website and coordinates communications to members via various methods e.g. newsletter, email, Facebook etc.
- Partners with the Association Bookkeeper by providing relevant financial information from members and other entities.
- Partners with the Association Maintenance Manager on requests and/or projects as needed.
- Maintains the Association's office supplies, files and key card system.

Requirements:

- Minimum of 3 years experience as an Administrative Assistant
- Excellent customer service skills
- Ability to prioritize tasks and stay organized while having a high attention to detail
- Proficiency with Microsoft Office. Experience with WebEx and QuickBooks desirable.
- Ability to maintain confidentiality of sensitive information
- Excellent oral, written and interpersonal skills

If interested, please send your resume to crystalfallsranch@att.net