**Administrative Assistant Job Posting – 20 Hours a Week**

**Skill Sets Required**

* Administrative and/or customer service experience that ensured the efficient operation of a walk-in office. Dependable, punctual, and able to work on-site as scheduled.
* Exhibits polite, calm, and professional communication skills via in-person, phone, e-mail, Facebook, and US mail. Answers phone calls, walk-in inquiries, responds to email, mail and Facebook questions and inquiries.
* Excellent writing skills. Demonstrates good working knowledge of Microsoft Office (Word, Excel, and Publisher), Google Documents, and pdf and jpeg formats.
* Basic math and accounting skills
* Organized, dependable, able to maintain confidentiality of co-owners’ information, and capable of working for a fast-paced, deadline oriented, Director of Business Operations for a non-profit HOA.

**Duties and Responsibilities**

* Primary office support for open walk-in hours, telephone calls, filing and updating co-owner paper files PAYHOA records. Copying, collecting, and distributing forms and information from/to co-owners and potential co-owner. Preparing, copying, and posting on the website the monthly newsletters.
* Completes operational requirements by collecting, filing, and insuring the accuracy of co-owners files and records. Works directly with co-owners to obtain correct ownership information. Inform Director when there is non-compliance.
* Inventorying supplies for Office operation. Organize and forward to Director the orders for Office, Maintenance, Security, and Activities as requested.
* Coordinates reservation process for rental of pavilion, cub house, kitchen and snack shack. Process includes auditing reservation forms for complete information, scheduling event on calendar, communicating event scheduling to Security, Maintenance, Activities, and the Director.
* Carries out administrative duties such as filing, data entry, copying, binding, and scanning. Collections orders for supplies for Maintenance, Security, Office, and Activities as requested forwards to Director.

**Education and Experience Requirements**

* High school diploma or equivalent education required
* 2 years of administrative assistant experience
* Knowledge of appropriate software and document formats including: PAYHOA/QuickBooks, Microsoft Word, Excel, Google Docs pdf, and jpeg.
* Valid driver’s license and current automobile insurance
* Able to demonstrate experience with operation of smart phones, Facebook pages, copy machines, and websites.

**Application Process**

* Complete the Leisure Lake [**Employment Form**](https://img1.wsimg.com/blobby/go/35e1d1c9-dd80-47a4-bba3-5825fb3b586a/downloads/Lake%20Employment%20Application%20.pdf?ver=1658133646011) also available in the office
* Complete the Leisure Lake [**Pre-Employment Background Form**](https://img1.wsimg.com/blobby/go/35e1d1c9-dd80-47a4-bba3-5825fb3b586a/downloads/Leisure%20Lake%20National%20Background%20Check%20Consent.pdf?ver=1658133645881) also available in the office
* Include your updated resume
* Complete the skills tests listed below
* Place Application form, pre-employment background form, and skills test in an envelope addressed to: Bonny Webber, Leisure Lake Condo Association, 10001 Goodall Road, Unit F-1, Durand, MI 48429. Application can be dropped off at the Office during walk-in hours, dropped off at the Office’s Leisure Lake Mail Box, F-1 or sent through the US Mail.

**Skills Test to be sent in with application form:**

1. This can be included in your resume or on a separate document: Tell us why you would like to work at Leisure Lake Condominium Association, what experience and/or knowledge you may have of the camp, what days and hours you are available to work, and what hourly rate is acceptable to you. Current Hours are Tuesday-Friday 1-5pm and Saturday 10am to 2pm.
2. Write a short, one-two paragraph, newsletter style document that would be (a) posted on the website and (2) copied for distribution to the camp. The format, content and graphics are your choice. The format can be different for web publication and printing. The content can be fictional or based on an actual event that happened at the camp or is a future event at the camp. You may use information that is posted at <https://leisurelakemi.org/>. The storyline should be fun, so have fun and be creative.