

Rendezvous Pointe Job Description Administrative Assistant



The Administrative Assistant position is the backbone of Rendezvous Pointe's office operations, providing administrative support to ensure smooth daily functions. Your energetic approach and attention to detail will help promote a productive environment, enhance guest communication, and streamline office management tasks. For this position a premium is placed on organization, financial accounting accuracy, writing, energy, and the ability to work well with seniors, volunteers, and other Rendezvous Pointe staff. This position reports directly to the Executive Director.

Duties

- Assist Executive Director & Bookkeeper as needed.
- Manage front desk responsibilities including greeting visitors, answering a multi-line phone system, and providing excellent customer service with professional phone etiquette.
- Perform data entry and maintain accurate records through spreadsheets, filing systems, and government mandated online reporting systems.
- Handle office management tasks such as supply ordering, filing, and organizing documents.
- Assist and support Bookkeeper by providing financial information for accurate financial recordkeeping.
- Provide clerical support including word processing, document creation, and general administrative tasks to enhance overall office productivity.
- Schedule staff meetings and take minutes.
- Attend staff meetings.
- Read and adhere to Rendezvous Pointe's Employment Policies and Benefits Handbook.
- Send out reports and emails to BOT members and staff for BOT meetings.
 - Organize BOT packets and email packets before each BOT meeting.
- Make signs, memos, and post directional information as needed.
- Type letters and spreadsheets for the Director.
- Maintain employee files, and assist employees with questions regarding employee files.
- Manage time-off calendar for staff.
- Assist staff with timecards and questions regarding pay period totals.
 - Change out payroll timecards monthly.
- Assist with and monitor public computers.
- Send out bulk mailing during fundraisers.
- Maintain memorial plaques on "Memorial Board".
- Assist with activities as able.
- Manage building use, rental contracts, and rental revenue.
 - Survey the premises post-event for possible cleanup needed. Clean up building as necessary and notify renter of additional fee for cleanup done by Admin Asst.
- Greet seniors and guests for lunch and collect money each day.
 - Ensure lunch check-ins on My Senior Center (MSC) match actual attendance
 - Ensure seniors who have paid for lunch are marked as paid in MSC.
 - Count lunch money and prepare for deposit.

- Maintain records for Lunch money, Staff lunch money, and bread money.
- Notify maintenance crew of any areas of building requiring attention: i.e. light bulbs out, gardening/watering concerns, kitchen equipment not functioning, a/c or heat not working, etc.
 - Contact vendors to assist with changes to sound system. Work with maintenance crew on issues with light dimming.
- Receive and scan accounts payable invoices to Bookkeeper in St. George daily.
- Scan all payroll timecards and paperwork to Bookkeeper.
- Keep files up to date and available for accounts payable and payroll.

Qualifications & Requirements

- Current CPR/First Aid
- Proven experience in office management or administrative roles with strong organizational skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook), and Google Workspace.
- Excellent computer literacy with the ability to learn new technical tools quickly.
- Strong typing skills with attention to detail for proofreading and data entry tasks.
- Experience handling multi-line phone systems and demonstrating professional phone etiquette.
- Experience working with seniors preferred but not required.
- Demonstrated ability to manage time efficiently while juggling multiple responsibilities.

Join us as an Administrative Assistant and become an essential part of our vibrant team! Bring your energy, positive attitude, technical proficiency, and organizational skills to help us deliver outstanding support to our seniors while working in a very rewarding environment with a strong, supportive team.