Glenshire Devonshire Residents' Association
(GDRA)
Job Description

Job Title: Administrative Assistant
Reports To: Operations Manager
Status: Non-exempt/Part-time/Year-round
Hours: 12 - 20 hours per week
Prepared Date: 6/15//2021

SUMMARY
Under the supervision of the Operations Manage, the Administrative Assistant is responsible for assisting with a variety of customer service, clerical and outreach duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Primary responsibility is to help protect and enhance the quality of life and property in Glenshire Devonshire, and to carry out all of the duties and responsibilities as outlined below.

Provide excellent customer care to members, guests, tenants, employees and business partners.

Assist in file and customer information maintenance.

Assist in general office duties: photocopying, scanning, shredding, mailing, phones, scheduling, etc.

Assist in accounts payable, HR and outreach.

Maintain a current and working knowledge of GDRA Policies and Procedures.

Operate office equipment such as telephones, computers, internet, copiers, scanners, etc.

Utilize various computer software packages including Microsoft Office, Adobe, WordPress, member software, word processing, and spreadsheets, as required.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DESIRED EDUCATION and/or EXPERIENCE
High school or associate's degree
Experience in office related work and software
Experience in accounts payable and/or HR
Experience in communication and outreach

CERTIFICATES, LICENSES, REGISTRATIONS
Require possession of valid Class C Driver License with a driving record meeting the minimum standards required by the Association insurance carrier.

LANGUAGE SKILLS
Ability to read and interpret general reports, instructions and other documents.

MATHEMATICAL SKILLS
Ability to calculate amounts and balances. 10-key data entry or ability to learn.

OTHER SKILLS
Ability to communicate clearly, effectively and in a positive manner with members, guests, tenants, employees and business partners. Strong organization skills and detail-oriented.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate. The employee frequently is required to remain stationary; move; and use hands to fingers. The employee is frequently required to reach with hands and arms; ascend, descend or balance; and position self to access files/equipment, etc.; walk, kneel or crouch. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, outside weather conditions and unmarked obstacles on the ground. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

By signing below, I acknowledge that I have received and read the above job description.

_____
EMPLOYEE NAME

_____/_____
EMPLOYEE SIGNATURE   DATE