



**The Glenshire/Devonshire Residents' Association  
(GDRA)  
Job Description**

**Job Title:** Filing Assistant  
**Reports To:** Operations Manager  
**Status:** Non-exempt/Part-time/Temporary  
(Possibility of growth for right candidate)  
**Hours:** 6 - 12 hours per week  
**Prepared Date:** 11/12/2021

**SUMMARY**

Under the supervision of the Operations Manager, or Administrative Assistant as necessary, the Filing Assistant is responsible for assisting the office team with a variety of filing/organizational 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 the duties and responsibilities as outlined below.

Assist in file, member information and supply inventory maintenance.

Assist in general office duties: photocopying, scanning, shredding, mailing, phone message logging, etc.

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

Utilize various computer software including Microsoft Office, Adobe, and spreadsheets.

As needed, provide excellent customer care to members, guests, tenants, employees and business partners.

**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**

Experience with computers, internet and office related work and software

