



**The Glenshire/Devonshire Residents' Association
Administrative Assistant
Job Posting
(Truckee, CA)**

Posting Date: 8/4/2022

Seeking a Full-time Administrative Assistant
Planned start date: September 6, 2022

Job Title: Administrative Assistant
Status: Non-exempt/Full-time/Year-round
Shift: Normal shift - 40 hrs/week
Pay Range: \$25 - \$31.25/hr.

Summary: Administrative, HR, Customer Service, Multiple Software, Bookkeeping

Full-time, w/flex time (32-40 hrs/week). Regular hours are Monday through Friday with occasional weekends. To help foster employee work efficiency and quality of life, we encourage a 32 - 40 hour work week as the work load allows and daily responsibilities are managed.

Location: 15726 Glenshire Drive, Truckee, CA 96161

Benefits:

- Personal Time Off (PTO) earned on an accrual basis, up to 10 days per year
- Sick pay earned
- Paid Holidays upon completing 90 day introductory period.
- Eligibility for Retirement matching up to 3%, after first year, subject to plan terms
- Health stipend
- Dental
- Flex-time at management's discretion

[Administrative Assistant Job Description](#)
[Glenshire/Devonshire Employment Application](#)