



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

Posting Date: 8/4/2023

GDRA is seeking a full-time highly motivated, detail oriented and a self-starter Administrative Assistant who can work and think independently as well as in a team environment. The ideal candidate possesses strong computer and organization skills and work experience in customer service, bookkeeping, general office administration and HOA.

The successful candidate will be tasked with a wide range of simple and complex administrative tasks like responding to questions from members and the public, keeping office records, updating schedules, posting HOA meeting agendas, light bookkeeping data entry,

Estimated start date: August 2023

Job Title: Administrative Assistant
Status: Non-exempt/Year-round/Full-time (30-40 hrs/week)
Pay Range: \$25 - \$31.25/hr (DOE)
Shift: 6 to 8 hours per day, up to 40 hours per week, with flextime. Regular hours are Monday through Friday with occasional weekends. To help foster employee work efficiency and quality of life, we encourage a 30-40 hour work week as the workload allows and daily responsibilities are managed.
Location: 15726 Glenshire Drive, Truckee, CA 96161. Supporting our membership in person is a priority, however, some communication and duties may occur remotely.

Benefits:

- Vacation Pay (earned on an accrual basis), up 10 days per year to start.
- Sick Pay (earned on an accrual basis).
- Paid Holidays upon completing the 90-day of employment.
- Eligibility for Retirement matching up to 3%, after first year, subject to plan terms.
- Biweekly Stipend for Health/Dental.
- Flextime at Management's discretion.

To apply, please complete a [Glenshire/Devonshire Employment Application](#). A resume may be submitted together with an application but will not be accepted in place of the required application. Additionally, an introductory letter or cover letter is also required. Applications will be accepted through **Friday, August 18th**.

You may email your completed application and cover letter to lori@glenshiredevonshire.com or mail to 15626 Glenshire Drive, Truckee, CA 96161. For questions, please call 530-587-6202.

GDRA is an equal opportunity employer.