



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

**Posting Date: 8/4/2023**

GDRA is seeking a part-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/Part-time (20-29 hrs./week)  
**Pay Range:** \$25 - \$31.25/hr. (DOE)  
**Shift:** 4 to 8 hours per day, up to 29 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 work week that allows for work and personal time balance as long as 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).
- Sick Pay, (earned on an accrual basis).
- Flextime at Management's discretion.
- Eligibility for Retirement matching up to 3%, after first year, subject to plan terms.

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 18<sup>th</sup>**.

You may email your completed application and cover letter to [lori@glenshiredevonshire.com](mailto: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.