



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

Posting Date: 8/2026

GDRA is seeking a part-time, highly motivated and 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 outreach.

Key Responsibilities

The successful candidate will support day-to-day office operations by handling a variety of administrative, communication, and recordkeeping responsibilities, including:

- Responding to questions from members and the public.
- Maintaining office records, schedules, and HOA meetings.
- Assisting with bookkeeping, data entry, and general office administration.
- Supporting basic IT needs and community outreach efforts.

Estimated Start date: Between October 1-10, 2026.

Job Title: Administrative Assistant
Status: Non-exempt/Year-round/Part-time (12-24 hrs/week)
Pay Range: \$25 - \$31.25/hr (DOE)
Shift: 5 to 8 hours per day, with flextime as allowed. Regular hours are Monday through Friday with occasional weekends
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).
- Eligibility for Retirement matching up to 3%, after first year, subject to plan terms.
- Flextime at Management's discretion.

To apply, please complete a [Glenshire/Devonshire Employment Application](#). A resume is desired to 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 requested.

Applications will be accepted through **Wednesday, September 16, 2026**.

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.

Click [here](#) for job description.

GDRA is an equal opportunity employer.