

ADMINISTRATIVE ASSISTANT TO DRAPER OFFICE

PURPOSE OF THE POSITION:

This Administrative Assistant position is responsible for providing clerical and administrative services to the Draper office to aid in the efficient running of that office. The Administrative Assistant must comply with established policies and procedures.

SCOPE:

The Administrative Assistant reports directly to the Vice President of Internal Operations and is responsible for providing clerical and administrative services. This includes but is not limited to mailing letters and newsletters as directed by the community managers or the assistants, picking up and dropping off the mail, sorting and distributing the mail, sorting and scanning vendor invoices for accounts payable, sorting and adding community information to title checks, processing returned mail, processing Owner/Tenant Forms, processing monthly statements, scanning and saving insurance policies and POI, checking day and night messages and distributing to assistants, scanning and saving monthly bank reconciliations, processing welcome packets, covering for reception, running errands and purchasing office supplies and all other tasks assigned at the discretion of department supervisor.

WORK EXPERIENCE:

One to two years administrative experience is preferred. Experience working in customer-focused and fast-paced professional environment. **Note:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required and are not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with this job.

RESPONSIBILITIES:

General administrative support to Community Managers

Main Responsibilities:

- Mailings
- Owner/Tenant Forms
- Insurance policies
- Saving reconciliations
- Processing monthly HOA statements
- Process welcome packets

General administrative support to Vice President of Internal Operations

Main Responsibilities:

- Processing the mail
- Scanning vendor invoices
- Sorting title checks

- Checking messages
- Covering for reception
- Running errands and purchasing office supplies

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

This position requires knowledge in the following areas:

- Ability to maintain a high level of accuracy and organization dealing with homeowner accounts and correspondence

Skills:

The incumbent must possess the following skills:

- Effective verbal and listening communication skills
- Attention to detail and high level of accuracy
- Very effective organizational skills
- Computer skills including the ability to operate spreadsheets, word processing programs, e-mail at a high proficiency level and type a minimum of 45 wpm

Personal Attributes:

The incumbent must also demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful
- Be flexible and adaptable
- Demonstrate sound work ethics

WORKING CONDITIONS:

Physical Demands

The Administrative Assistant will spend long hours sitting and using office equipment and computers. This position also requires some lifting of supplies and materials from time to time.

Environmental Conditions:

This position is located in a busy, open area office. The incumbent will be faced with interruptions and must meet with others on a regular basis.

Mental Demands:

There are a number of deadlines associated with this position, which may cause stress. The incumbent must deal with a wide variety of people on various issues.