



## ADMINISTRATIVE ASSISTANT

### JOB DESCRIPTION

The Administrative Assistant is responsible for professionally and efficiently managing visitors, telephone calls, and messages. The Administrative Assistant greets and directs all visitors, responds to general inquiries, and authors association-related correspondence. In addition, the Administrative Assistant provides support to management, committees, and other team members. The Administrative Assistant will work in cooperation with other staff members pursuant to the management contract between Sunrise Master Association and HOA Community Solutions. The Administrative Assistant is employed by the Management Company.

### RESPONSIBILITIES

- Greeting homeowners and assisting them with their questions and concerns.
- General administrative and office work to include filing, making copies, scanning, etc.
- Monitoring general email account; respond to and/or forward inquiries as appropriate.
- Monitoring the Facebook page for messages, questions, and inappropriate posts.
- Updating the Association's website calendar and documents.
- Writing letters, email blasts, notices, and email correspondence with homeowners, vendors, etc.
- Coordinating, preparing for, and attending Association and committee meetings.
- Work with the Events Committee to plan, coordinate, and execute Association Events.
- Taking and preparing meeting minutes at Board Meetings for Board Secretary approval and presentation.
- Handling homeowner payments and deposits.
- Providing administrative support for management, Compliance and Architectural review committees.
- Assisting the management team in maintaining a current membership database.
- Attending continuing education and workshops as directed.
- Performing data entry and year-end archiving of documents.
- Assist in enforcement of compliance with CCRs, including driving through the community to note violations.
- Other duties and responsibilities as assigned.

### GENERAL INFORMATION, QUALIFICATIONS AND REQUIREMENTS

- The Administrative Assistant must work independently, with minimal oversight and is accountable to Management

- The position is Full-Time with a schedule to be set within office hours of Monday – Friday, 8:30 a.m. to 5:00 p.m., with occasional evening work required
- Position is an office job; business casual attire required
- Must have a valid driver's license and vehicle insurance
- Must be proficient in Microsoft Outlook, Word, PowerPoint, Publisher, and Excel
- Must be able to write with good grammar and spelling skills
- Successful candidates will be able to manage multiple projects and shifting priorities
- Must be a team player and pay high attention to details
- Starting Pay \$22 - \$24 per hour. (Non-exempt position)
- Job performance will be reviewed at 30, 60, and 90-day periods.
- Eligible for health, vision, and dental benefits on the first of the month following 60-day completion.
- Retirement account with company contributions after two years' vestment with the company.
- Accrue PTO as follows:
  - Year 1-2: 1 hour of PTO per every 40 hours worked.
  - Year 3-5: 2 hours of PTO per every 40 hours worked.
  - Year 5+: 3 hours of PTO per every 40 hours worked.