

Job Profile

Title: Office Assistant

Reports to: Business Manager

Status: Regular, Full-time, Non-exempt

Wage Range: \$13.56 - \$16.00

General Summary:

Provide information and assistance to general public and assist with the day to day operation of the District office.

Essential Duties and Responsibilities:

- Assist the Executive Director, Business Manager, Facilities Coordinator, Lodging Manager, and Maintenance Supervisor as required, assuring the operation of the District's Business.
- Provide assistance with computer work, manage program information, answer phones and respond to the public.
- Update schedules and coordinate as needed between programs.
- Serve as cashier receiving funds for programs, rentals, and other transactions with the public.
- Perform data entry on a regular basis, inputting account, payment, class information and schedules.
- Perform other office related duties as required.

Job Specifications:

- Proven ability to work effectively with employees and general public with courtesy and tact.
- Computer Skills in Microsoft Office Suite as well as reservation databases. Quickbooks experience a plus.
- Ability to plan, organize and maintain office functions.
- At least three years experience working in an office environment.
- Ability to work independently and prioritize communications with staff.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified.