

Lake of the Pines Association Executive Assistant

Lake of the Pines homeowner association (LOP) is accepting applications for the position of **Executive Assistant**. This is a new part-time position created to provide additional administrative support to the General Manager and Operations Manager. This position will report to the General Manager and will be required to coordinate responsibilities with other administrative staff. The proper candidate may be able to combine this position with another part-time administrative position for full-time work.

Lake of the Pines is a 2,000 home, private gated community located in the foothills of Northern California between the towns of Auburn and Grass Valley. Among its numerous amenities, the community boasts of a 230-acre private lake and a 19-hole golf course as two of its prime amenities. This is a PT, nonexempt position with a salary range of \$19.19 - \$22.31 per hour. Pre-employment drug screen and background search will be required following acceptance of a conditional offer of employment.

Essential Duties and Responsibilities:

- Provides a broad variety of professional administrative support for the Association's General Manager and the Operations Manager.
- Coordinates executive communications, including drafting correspondence and reports, taking calls, responding to emails, interfacing with Association staff, residents and vendors.
- Maintains the calendars for the General Manager and Operations Manager, including organizing and scheduling meetings and appointments and managing travel itineraries.
- Assists in contract administration, including the preparation of requests for proposals, solicitation of vendor proposals, contract preparation, recordkeeping and documentation.
- Assists in project administration by maintaining and updating the project calendar.
- Assists in budget administration by monitoring various project expenses.
- Represents the General Manager and Operations Manager with department managers, employees, residents and vendors, as needed.
- Provides administrative support to the Board when needed, as requested by the General Manager.
- Upholds a strict level of confidentiality.
- Performs other related duties, as assigned.

Required Skills/Qualifications:

- Four-year degree in communication, journalism, business administration, construction administration, or a related field; or a combination of a two-year degree in the above and at least three years' experience in a similar position.
- Valid California Driver license in good standing.
- Ability to produce clear written documentation for technical and non-technical audiences. Ability to self-edit most typographic and grammatical errors.
- Produce professional business communications including correspondence and reports.
- Strong administrative, organizational, project management, and problem-solving skills. Ability to communicate professionally and effectively both orally and in writing.
- Strong customer service skills, including the talent to respond professionally in difficult circumstances.
- Intelligent and articulate individual who can relate to people at all levels.
- This job requires a high level of computer ability. Proficiency in Windows, Microsoft Office 365.

Applications are available online at www.lop.org under Association/Employment. Email resume and employment application to HR@lop.org, or fax application and resume to 530-268-8014, or mail to Lake of the Pines Association, Attn: Human Resources, 11665 Lakeshore N., Auburn, CA 95602.

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