

JOB OPENING: PART TIME ADMINISTRATIVE OFFICE ASSISTANT

The Heritage Lake Association (HLA) in Mackinaw Il. is currently looking to fill the position of **Part Time Administrative Assistant**.

PURPOSE AND SCOPE OF THE POSITION

The Administrative Assistant is often the first line of contact for Heritage Lake Association. The position is responsible for providing clerical services for Heritage Lake Association (HLA) in order to ensure effective and efficient operations. The administrative assistant performs office support for Heritage Lake Association throughout the year, for an average of 20-25 hours per week.

RESPONSIBILITIES

Main Activities include but are not limited to:

Office duties:

- Draft correspondence, reports, and other documents, track property transfers, lodge rentals, and citations
- Maintain and update HLA member database
- Distribute, track, and manage vehicle sticker registrations
- Open and distribute both email and regular mail
- Direct invoices to appropriate board member for approval and submit approved invoices to accountant for payment.
- Update website and Facebook Group as needed including monthly posting of minutes and financial reports
- Responsible for the operation of HLA office equipment; calling for repairs; maintaining office supply inventories; evaluating and recommending new office equipment and programs.
- Interact with HLA vendors including accounting, legal, technical, real estate and other organizations.

Provide support to HLA board to ensure it has the resources to make effective decisions:

- Research and assist with the preparation of motions, policies, and procedures
- Review and edit reports to the Board
- Prepare correspondence for Board members
- Prepare documents and reports
- Email and post Scheduled Board meetings
- Prepare documents needed for Board meetings
- Attend board meetings
- Prepare board meeting minutes as requested by Board Secretary
- Mailings and preparation for the Annual Meeting
- Prepare signage for entrance boards
- Assessment letters for property transfer

Provide receptionist services

- Greet and assist members and potential property owners
- Direct phone calls and voice mails to appropriate board members and respond to inquiries

Perform other related duties as required

SKILLS

The candidate must demonstrate the following skills:

- excellent interpersonal skills
- team building
- analytical and problem-solving skills
- decision-making
- effective verbal and listening skills
- ability to communicate well
- attention to detail and high level of accuracy
- very effective organizational skills
- effective written communications
- computer skills including the ability to operate Microsoft Office programs, with proficiency in Word, Access and Excel
- Social media and Word Press proficiency
- stress management abilities
- effective time management

Personal Attributes

The candidate must maintain strict confidentiality in performing administrative and membership information duties. The candidate must also be honest and trustworthy, respectful, possess cultural awareness and sensitivity, have a flexible schedule, and demonstrate sound work ethics. There are several deadlines associated with this position, and the candidate must be able to deal with a wide variety of people on various issues.

WORKING CONDITIONS

Physical Demands

The Administrative Assistant will spend many hours sitting and using office equipment and Computers. The candidate will also be expected to have to do some lifting of supplies and materials.

Environmental Conditions

The candidate will be located in an office as designated by the association, currently located at First Security Bank, at the main entrance of HLA. This person may be faced with constant interruptions and must meet with members and board members on a regular basis.

Pay Range: \$14 -\$16 per hour based on experience. No benefits or vacation/holiday pay associated with this position. Some evenings and Weekends hours required.

Resume deadline is: December 5, 2020 at 5:00 PM. Resumes may be hand-delivered to the office at 2 Bradford Drive, Mackinaw, in the First Security Bank building, mailed to the Heritage Lake Office at P.O. Box 402, Mackinaw, IL 61755 or emailed to hlaoffice@frontier.com