



JOB POSTING

Position Open: **FT Administration Services Clerk**

Date: March 5, 2024

Reason for Opening: _____ New Position X Replacement

JOB DESCRIPTION:

1. Greet members and visitors as they enter the Administration Office lobby.
2. Answer the Administration multi-line phone and direct caller to the appropriate person.
3. Process fees and payments as received.
4. Sort and distribute daily mail.
5. Provide information to residents as applicable.
6. Maintain office equipment such as copiers and postage meter, to include machines are fully equipped with supplies for daily operation.
7. Update and maintain employee department phone list.
8. Receive and distribute resident committee applications. Maintain master file.
9. Assist members with various forms depending on needs.
10. Order employee and resident name badges.
11. Prepare front desk bank deposit and close out operating system at the end of business day.
12. Call/schedule express delivery service for packages.
13. Schedule appointments for Community Standards staff as applicable.

NON-ESSENTIAL FUNCTIONS:

1. Coordinate monthly office events.
2. Other duties as required.

KNOWLEDGE/SKILLS/ABILITIES:

Above average computer skills required. Excellent verbal, written and interpersonal communication skills including dispute resolution. Attention to detail and organizational skills a must.

MINIMUM QUALIFICATIONS:

1. High school diploma or general education degree (GED) or equivalent.
2. 2-4 years customer service or administrative assistant experience.

Details: Full-time. Mon – Fri 8:00 am – 4:30 pm 30-minute meal break as required; overtime as required.

Compensation: \$20 - \$24 hourly (DOE) with full benefit package including vac/paid holidays/med/dent/vis/life/401k+match, and more.

Deadline to apply for this position: Until filled.

EOE

*Please contact HR Department if you need additional information about this job posting.
To apply, please submit your electronic application via our website:
scres.org/Employment-Opportunities*