



Sun City Roseville

JOB POSTING

Position Open: **FT Membership Administrator**

Date: March 5, 2024

Reason for Opening: _____ New Position X Replacement

JOB SUMMARY: Performs a variety of tasks that assist Community Standards Director and Community Standards department.

ESSENTIAL FUNCTIONS:

1. Process Grant Deeds, escrow funds and create and send Demand letters.
2. Prepare Governing Documents / Demand packets for retrieval by Title Company.
3. Track and update all home sales and occupancy changes in rental properties.
4. Maintain closing reports and distribute copies to applicable departments and committees.
5. Maintain Membership Database and all applicable files for completeness.
6. Maintain Rental Property Database files and accompanying spreadsheets.
7. Prepare, update, and distribute various weekly and monthly reports for the Community Standards Department.
8. Responsible for scanning information into the Membership Database.
9. Receive verbal and written reports of possible violations and records information.
10. Initiate first contact regarding items of non-compliance and oversee incident report for the Community Standards Department and Compliance Committee.
11. Assist Front Desk during peak times. Greet members and visitors as they enter the Administration office and assist with Community Standards inquiries.
12. Conduct property inspections as required.

OTHER FUNCTIONS:

1. Special projects as assigned.
2. Other duties as required.

KNOWLEDGE/SKILLS/ABILITIES:

Excellent verbal, written and interpersonal communication skills. Above average computer skills including Microsoft Office. NorthStar experience a plus. Excellent telephone and dispute resolution skills. Attention to detail and organizational skills a must. Familiarity with HOA Governing Documents and Enforcement Procedures.

SUPERVISOR RESPONSIBILITIES: None

WORKING CONDITIONS:

Able to sit or stand for long periods of time. Able to sit, stand, bend, reach, lift, carry and move up to 40 pounds or extended periods of time.

MINIMUM QUALIFICATIONS:

1. High school diploma or equivalent.
2. 2-4 years previous experience as administrative assistant or equivalent.

SUCCESS FACTORS:

1. Previous experience in property management.
2. Able to assist residents with their questions, needs and issues.
3. Timely completion of tasks and assignments.
4. Able to work on more than one assignment at a time with frequent interruptions, changes, and delays.
5. Able to remain focused and work effectively, efficiently, and cheerfully under such circumstances.
6. Proven and effective customer service skills. Able to deal with the public.
7. Patience to deal with clientele of over the age 55.
8. Accomplish daily tasks by organizing and prioritizing.

Details: Full-Time. M-F Days/hours will vary; 30 minute meal-break; overtime as required.

Compensation: \$22 - \$25 hourly (DOE) with full benefit package including vac/paid holidays/float/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*