

## **Cinnamon Lake Office Administrative Assistant- Part Time (9/4/25)**

The Assistant is responsible for carrying out the daily administration of Cinnamon Lake under the direction of the Administrative Lead. This position works cooperatively with all departments and committees, providing quality, added value customer service to all contacts. They process and prepare records of activities as needed and take a proactive approach to resolve any issues or concerns by keeping up to date with current business practices and equipment.

### **Responsibilities**

#### **Administrative**

1. Work with new potential members and realtors regarding available homes/lots for purchase and share the welcome package with new members.
2. Prepare and file deed transfers for the Association.
3. Support CLA Landlords and Renters with their rental transaction including, gate passes, policies and amenities.
4. Work with County Officials, Sheriff, and other law enforcement regarding the Association keeping the Board of Directors informed of all activity.
5. Keep the Gatehouse, Maintenance, Security and pool departments aware of any pertinent information.
1. Answer phones, interact w/ individuals at the counter, open emails and open mail providing everyone with information in a professional manner.
2. Explain procedures and protocol using most up to date information provided by the Board of Directors
3. Fill out work orders for maintenance and purchase supplies for the office and other departments as needed.
4. Keep accurate records of CLA member accounts (member's accounts, gate, kiosk, boats, applications, voting, building, ODNR, environmental, etc.) and provide weekly/monthly updates to the Board of Directors.
5. Work with the Secretary to ensure new messages are added to appropriate community bulletin boards.
6. Compose memos, transcribe notes, type and publish reports, and research issues for the CLA Office & CLA Board of Directors
7. Keep CLA address changes up to date where appropriate.
8. Rely on instructions and pre-established guidelines when needed.
9. Handle multiple projects; call for recycling as needed.
10. Fill in as lead in the leads absence
11. Perform a variety of tasks requiring creativity and initiative; plan and accomplish goals within time constraints.
12. Other duties assigned by the Board of Directors.

#### **Qualifications**

1. Efficient in computer operations, office equipment; copier, fax, calculator postage machine, etc.
2. Fluent with Microsoft Office, Excel, Word, Power Point, Publishing and Google.
3. Accuracy with typing and filing.
4. Must display "Excellent Communication Skills" interconnecting in a professional, high quality pleasant manner with members, CLA personnel, contractors, vendors, Board of Directors, etc.
5. Experience supervising and training other administrative staff.