

Cinnamon Lake Office Administrative Lead- Part Time (9/4/25)

The Office Lead is responsible for carrying out the daily administration of Cinnamon Lake. This position reports to the Board of Directors and works cooperatively with all departments and committees, providing quality, added value customer service to all contacts. Take a proactive approach to resolve any issues or concerns by keeping up to date with current business practices and equipment. The Administrative Assistant Lead communicates activities of Cedar Management, members, committees, vendors, CLA employees and volunteers to each other and the Board of Directors. They process and prepare records of activities as needed and attend the CLA meetings.

Responsibilities

Administrative

1. Review all payroll for accuracy, record personal/sick/vacation time etc. and submit them to the CLA Treasurer for approval.
2. Receive payroll checks and distribute them to employees.
3. Prepare and retain workers' compensation reports and papers.
4. Assist members and employees with questions or concerns including HR information for employees.
5. Maintain all personal files and conduct annual reviews for gate, office and pool employees.
6. Post open positions, interview applicants and present candidates to the Board of Directors for a 2nd interview.
7. Work with new potential members and realtors regarding available homes/lots for purchase and share the welcome package with new members.
8. Prepare and file deed transfers for the Association.
9. Support CLA Landlords and Renters with their rental transaction including, gate passes, policies and amenities.
10. Work with County Officials, Sheriff, and other law enforcement regarding the Association keeping the Board of Directors informed of all activity.
11. Keep the Gatehouse, Maintenance, Security and pool departments aware of any pertinent information.
12. Responsible for all keys, security codes, safe combinations and personnel records.
13. Answer phones, interact w/ individuals at the counter, open emails and open mail providing everyone with information in a professional manner.
14. May fill out work orders for maintenance and purchase supplies for the office and other departments as needed.
15. 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
16. Maintain a calendar of rentals for buildings, pavilions, boat docks, campground spaces, storage area, etc.
17. Issue and explain building permits, boat registrations, and other rental agreements or permits as required.
18. Explain procedures and protocol using most up to date information provided by the Board of Directors.
19. Update collections report for at least the prior 3-year period.
20. Prepare correspondence for delinquent accounts requiring as directed by Cedar Management Group
21. File small claims/liens and send them to attorney for delinquent collections.
22. At the direction of the Secretary to be an editor and monitor of media accounts; monitor various social media sites for CLA.
23. At the direction of the Secretary to ensure new messages are added to appropriate community bulletin boards.
24. At the direction of the Secretary to coordinate support for the gatehouse computers, cameras and systems
25. Compose memos, transcribe notes, type and publish reports, and research issues for the CLA Office & CLA Board
26. Provide direction/leadership to volunteers and committees as needed.
27. Perform a variety of tasks requiring creativity and initiative; plan and accomplish goals within time constraints. Rely on instructions and pre-established guidelines when needed.
28. Other duties assigned by the Board of Directors.

Qualifications

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