

Executive Office Administrator

Introduction

Sawmill Resort is the premier LGBTQA resort destination in Central Florida, approximately equidistant from Orlando and Tampa, located in Dade City. The clothing optional Resort consists of the not-for-profit residential community, and the for-profit campground and entertainment complex, all of which are owned and operated by the Sawmill Resort Homeowners Association.

Description

We are looking for a highly motivated Executive Office Administrator who can achieve effective and smooth day-to-day operations of our office. Duties include supporting our HOA President and General Manager, residents and employees in daily office operations and administrative activities. The ideal candidate will have excellent written and oral communication skills and be able to organize their work using tools like MS Word, Excel and Outlook. General HR knowledge would be a plus but is not a requirement. If you have demonstrated experience as an executive secretary or administrative assistant, we'd like to meet you. All candidates will be considered regardless of age, race, gender or sexual orientation.

Responsibilities

- Answer and direct phone calls and assist walk-in visitors
- Prepare email, correspondence, memos, letters, and forms
- Assist in the preparation of regularly scheduled reports
- Maintain contact lists
- Ensure operational permits and licenses are kept up to date and fees paid on time
- Plan meetings and take detailed minutes
- Act as point of contact for residents and vendors
- Liaise with executive and senior managers to handle requests and queries
- Organize and schedule appointments
- Develop and maintain a filing system
- Maintain and update office policies and procedures as needed
- Maintain necessary office supplies

Skills

- Knowledge of office management procedures and systems
- Attention to detail and analytical problem-solving skills
- Excellent time management skills and the ability to prioritize work
- Strong organizational skills with the ability to multi-task
- Excellent written and verbal communication skills
- Proficiency in MS Office (Word, Excel and Outlook) PowerPoint would be a plus
- Familiarity with general HR principles
- High School diploma, some college will be a plus
- Demonstrated experience as an Administrative or Executive Assistant
- Flexibility, adaptability, people skills and working as a team member