



# RANCHO SANTA FE

*Golf Club*

## **Administrative Assistant**

**Reports to:** Assistant Manager

**Job Type:** Full-time

### **Essential Functions**

Performs a variety of administrative and clerical tasks. Duties include providing support to department managers and assisting in daily office needs.

### **Responsibilities**

- Greets and welcomes members and guests and provides information
- Responsible for answering phones, transferring calls to appropriate departments and taking messages
- Accepts reservations for meals and special events
- Process correspondence
- Performs general office work such as operating and scheduling maintenance for copy machine and ordering inventory for office supplies
- Creates flyers/posters promoting various club activities
- Assists in managing the Clubs Master Calendar
- Collect and sort member data from various sources and organize for computer entry
- Assists with management of database administration
- Develop tools to enhance member feedback
- Assists the Administration Team in creating informative and engaging marketing materials for all aspects of the Club
- Provides administrative support to department managers as needed
- Special projects or other duties assigned as needed

### **Other requirements for this position include:**

- Exceptional organizational skills and attention to detail
- Ability to communicate well verbally and in writing
- Knowledge of word, excel and publisher
- Ability to work independently and as part of a team
- A willingness to take on new responsibilities as they arise

**Hourly rate:** \$22.00



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All offers are contingent upon a successful background check as well as a drug screening. (We follow Federal guidelines related to drug screening results), prior to appointment of position.

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*Rancho Santa Fe Association is an Equal Employment Opportunity (EEO) employer. We consider all qualified candidates regardless of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status, pregnancy, disability or any other protected class under federal, state or local law.*