**WEST TAPPS MAINTENANCE COMPANY (WTMC)**

3302-C WEST TAPPS DR E LAKE TAPPS, WA 98391 253.891.2729

**OFFICE ADMINISTRATOR ASSISTANT**

Job Description

**Purpose of Position**:

Point of initial contact for owners, renters, and guests through the WTMC office Monday through Friday as well as accounts receivable processing, database updating, issuing keycards and other duties in support of WTMC.

**Reports To**:

With limited supervision, the Office Administrator reports directly to the Office Manager.

**General Duties**:

* Respond to inquiries via phone, email and in person from owners, vendors, members of the public or other agencies.
* Work with escrow companies, ensure owner updates in database.
* Greet new owners, issue paperwork and key cards.
* Verify data in WTMC database with Pierce County as needed.
* Coordinate services with renters.
* Data entry into key card software.
* Be able to update, monitor and change Office 365 portals including SharePoint.
* Coordinate Park reservations.
* Check mailbox daily.
* Process accounts receivable through scanning to bank.
* Draft liens, process from filing to release as needed.
* Generate statements from mailings and participate in the Annual Meeting Mailing.
* Be up to date and knowledgeable with QuickBooks, HOA Start and KISI Access Control
* Update HOA start with new Homeowners.
* Other duties related to the position as assigned by the Office Manager.
* Assist with connect teams and supervised park employees in Office Managers absence.
* Other duties as assigned

**Minimum Requirements**:

* Must like working with people, have a friendly attitude, be a self-starter with the ability to work independently.
* Must speak and understand English.
* Must be computer literate and comfortable using multiple software programs.
* Must have the ability to understand and follow directions, fast-learner.
* Must be at least 18 years of age.
* Must be legally allowed to work in the US.
* Must have a valid Washington State Drivers License.
* Maintain confidentiality.

**Work Requirement**:

This is a part-time position that requires 20-30 hours/week. No weekend work, except for special events or emergencies and the annual meeting of the association.

Pay will be $22.00/hour, sick leave per WA state regulations, may be eligible for holiday pay based on board approved holidays.

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Signature Date

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Office Manager Date