

<b>POLICY TITLE - ADMINISTRATIVE ASSISTANT JOB DESCRIPTION</b>	
<b>POLICY SECTION - MANAGEMENT</b>	<b>JAN 30 2015</b>
<b>POLICY NUMBER - 04</b>	
<b>DATE OF ORIGIN - SEPTEMBER 2010</b>	
<b>APPROVED BY - HMCI BOARD OF DIRECTORS, 12/8/10 , 1/28/15</b>	
<b>REVIEW REVISION DATE: 2018</b>	

**JOB TITLE** - Administrative Assistant

**HOURS OF WORK** - Part Time

**REPORTING RELATIONSHIP** - HMCI Manager

**PREFERRED QUALIFICATIONS** - 3 to 5 years clerical experience in the duties and functions related to office management and reception with demonstrated literacy and document management skills.

**POSITION DESCRIPTION** - This position requires an individual who serves as HMCI's initial contact for visitors, residents and guests in a welcoming and customer focused manner that reflects the CO-OP's mission statement and operating policies and procedures.

**DUTIES & RESPONSIBILITIES** -

- Provides clerical support to the HMCI CO-OP Manager and members of the Board of Directors as directed by the Manager
- Distributes information and documents to each board member's file folder
- Manages incoming and outgoing mail (hard copy or electronic)
- Provides phone and desk reception to residents and the public
- Prepares bills/invoices with date stamp for the Manager's review
- Prepares bank deposits for the Manager and manages petty cash
- Monitors and maintains the inventory of office supplies
- Provides photocopying/facsimile services to residents and charges fees accordingly
- Processes paperwork/applications for rentals, share purchases, certificate changes, credit and background checks including communication with attorneys as required
- Monitors and maintains a sign in and sign out log for all residents, renters and guests
- Assists residents and renters and provides them direction to resolve issues, concerns or learn processes within the CO-OP

- Provides application forms to residents for beautification, construction, boat registration, weed control, golf cart registration, complaints and service requests
- Manages laundry room income
- Prepares mailings for annual and budget meetings of shareholders
- Collects census data as required (HUD) every two years<sup>2</sup>
- Provides access codes to residents for community center
- Collects refundable fee and provides pool keys to eligible residents and guests
- Ensure new owners properly switch over electric to their name from HMCI owned property
- Report any complaints/incidents to Manager
- Set up residents with EFT for maintenance fees, as requested
- Any other clerical duties assigned by Manager