

Winston Towers 600 Condominium

JOB DESCRIPTION

Position: Office Assistant/Receptionist

Compensation: Hourly Employee (non-exempt employee)

Position Summary: The Office Assistant/Receptionist is responsible for managing the front desk and serving as the first point of contact for the condominium by, in part, receiving guests at the entrance of the Association office in a welcoming and informative manner, answering and forwarding incoming phone calls, receiving and sorting daily mail, and performing other administrative and clerical tasks.

Position Duties:

- Welcomes and assists guests at the reception area
- Answers incoming phone calls using the approved greeting and forwards these calls to the appropriate individual
- Maintains the reception area and equipment in a presentable and clean manner
- Ensures the reception area is adequately stocked with pens, brochures and other literature discussing the condominium, and other materials, and replenishes these items when stock is low
- Maintains a weekly electronic Register of all incoming bills and invoices
- Maintains a Monthly Register for the condo maintenance fee payments
- Maintains a Monthly Register of resident's miscellaneous payments
- Creates daily electronic Deposit slips for condo maintenance fee payments
- Creates daily electronic Deposit slips for resident's miscellaneous payments
- Prepares and maintains an up-to-date inventory of condo Leases spreadsheet including Unit number, start and end date of a Lease. Reminds and Notifies the condo owners and renters when the Lease Renewal process should start and be completed.
- Manages schedule, reservations, insurance and payments for elevator usage
- Manages schedule, reservations and payments for Party room and BBQ grills area
- Manages Units contractors/renovation registration, insurance and permit process
- Manages Buyers and Renters Application packages process
- Manages and maintains an accurate and up-to-date spreadsheet of all WT600 parking lots and cars/owner's information
- Orders front office supplies, upon receiving the required approval, and maintains inventory of office supplies
- Receives and properly sorts incoming mail and deliveries
- Performs filing, photocopying, and faxing duties, as assigned
- Attends employee meetings, as directed
- Participates in special projects, as assigned
- Performs other related duties

- **WT600 Association Office is a small office and it's imperative for employees of this office to be cross-trained with other office employees. It's the responsibility of the Office Assistant/Receptionist to train Office Clerk/Bookkeeper to perform duties described above so in case of emergency the other employee can step-in and perform the task.**

Skills and Specifications:

- **High School Diploma or equivalent required**
- **Previous experience working as an Office Assistant/Receptionist or in a similar position preferred**
- **Previous experience using standard office equipment (e.g., fax machines, printers, and phone systems)**
- **Strong computer skills**
- **Strong organizational and time-management skills**
- **Strong ability to work effectively in a team setting and individually**
- **Strong attention to detail**
- **Strong problem-solving skills**
- **Strong written and verbal communication skills**
- **Strong ability to work in a fast paced, busy environment**
- **Excellent interpersonal skills**

Other Duties: This Job Description is not intended to cover or contain a comprehensive listing of all duties or responsibilities that are required for this position. The company reserves the right to modify or supplement the duties, responsibilities, and other content herein, as determined in its sole discretion based on business and operational considerations, at any time with or without notice to the employee.

Physical Requirements:

- **Ability to speak, hear, and write in basic English**
- **Must have professional appearance and good hygiene**
- **Ability to sit for lengthy periods of time**
- **Ability to stand for lengthy periods of time**
- **Ability to walk for lengthy periods of time**
- **Ability to frequently use hands to touch, handle, feel, and operate standard office equipment, including using a computer**
- **Ability to reach with hands and arms in any direction, kneel, and stoop repeatedly**

- **Must be able to identify and distinguish colors with or without vision aids**
- **Must have close and distance vision and an ability to read a computer screen and printed material with or without vision aids**
- **Frequently lifts/carries up to 20 lbs.**
- **Occasionally lifts/carries up to 35 lbs.**
- **Continual use of manual dexterity and gross motor skills with frequent use of bi-manual dexterity and fine motor skills**
- **Ability to work in an environment with a moderate to loud noise level**

Employee's signature below constitutes his or her understanding of the requirements, essential functions and duties of the position.

Employee Signature: _____ **Date:** _____

Employee Name: _____

Witnessed by:

Signature: _____

Name: _____