



Job Title: Administrative Assistant
Department: Administration
Supervisor: Director of Guest Services
Name of Employee: _____

Job Description: The administrative assistant will promote success of mission through assisting the Director of Guest Services, Director of Development and Marketing, and the Executive Director.

Responsibilities including but not limited to:

Administration	<ul style="list-style-type: none"> • QuickBooks duties: entering accounts receivable and payable • Run reports and queries from database • Manage electronic and paper files • Promote communication through phone and email correspondence • Research projects as needed • Mailing payments to vendors • Order office supplies within budget • Prepare, send, follow-up on and receive contracts, then handing off to guest service staff • Facilitate billing of groups and individuals • Mail distribution • Correspondence through written or email internally and externally, including staff meetings and gatherings • Employee records: keep up-to-date all needed documentation; time sheets; time off schedule • Work with vendors to make changes to billing, services, accounts as needed • Maintain schedule and initiate review and renewal of various licenses and contracts (i.e. vehicle registration, boat registration, contracts like Arrow Lift, Aramark, Sysco, etc.)
Guest Services	<ul style="list-style-type: none"> • Answer phones • Provide Guest Services to weekday groups if Director of Guest Services is unavailable to do so (including communicating with group leader, responding to onsite requests, communicating with kitchen or housekeeping staff as needed)
Development and Marketing	<ul style="list-style-type: none"> • Assist with mailings • Assist with other development and marketing administrative tasks
Program	<ul style="list-style-type: none"> • Maintain program records; maintain database, register participants; collect payments • Manage records and financials of Dunrovin programs

Job Expectations: As a center for hospitality, the Dunrovin employee aims to offer a warm welcome and exceptional hospitality for every person who comes. *The Guest Host will remain on-site during the time the guest group is on-site.* The employee will strive to communicate respectfully with staff members and all who come, maintaining an atmosphere of Christian peace. The Dunrovin employee will follow procedures and policies as outlined in the Dunrovin Employee Handbook, will maintain efficiency as much as possible, will maintain an approved schedule of hours, and will meet with and be accountable to a supervisor.

Job Requirements: The administrative assistant will demonstrate excellent skills in organization, efficiency, and communication; is capable of exceptional writing and word processing; is competent with computer and database skills; and will facilitate courteous communication with staff, guests, and outside relationships.

Disclaimer: This job description is intended to convey information essential to understanding the general nature and level of work performed by jobholders within this job. It is not intended to be an exhaustive list of qualifications or duties associated with the position, and the employee may be asked by supervisor to perform additional responsibilities

Employee signature:	Date:
Supervisor signature:	Date: