



**Title of Job:** Administrative Assistant  
**Department:** Guest Services & Administration  
**Supervisor:** Director of Guest Services

**Position Description:** The Administrative Assistant will promote success of Dunrovin's mission through assisting the Director of Guest Services and the Executive Director in a variety of detail-oriented and guest-oriented tasks. The position is onsite, 15 – 25 hours per week.

The ideal candidate will excel in detail-orientation and accuracy; enjoy learning and problem solving with computer software and platforms; and possess an engaging, warm, and outgoing personality.

**Primary Objective/Specific Responsibilities: Administrative (55%)**

- Welcome and greet guests, vendors and all who come to Dunrovin as a first point of contact either in-person or electronically in a professional and friendly manner
- Answer phones
- Email management
- Support computer/IT problem solving and processes
- Coordinate ongoing Adopt-A-Highway program
- Manage electronic and paper files
- Project details execution
- Distribute mail
- Provide administrative support to staff in such areas as development, marketing, etc.
- Marketing through social media
- Other administrative duties as requested.

**Primary Objective/Specific Responsibilities: Guest Services (15-20%)**

- Promote communication with guests through phone and email correspondence
- Cabin rental management including maintain database records and collecting payments
- Provide Guest Services to weekday groups as needed
- Room and AV set-up and take-down, including lifting, stacking and pushing chairs, assembling and moving tables, bending and adjusting table legs, etc.
- Assist with events as needed

**Primary Objective/Specific Responsibilities: Bookkeeping (25-30%)**

- Entering accounts receivable and payable into accounting software
- Manage vendor billing and payment
- Facilitate billing of groups and individuals with Director of Guest Services
- Process donations in Quickbooks
- Maintain organized, accurate electronic and paper files
- Maintain vendor and contractor (non-guest) relationships as requested

**Job Expectations:** As a center for hospitality, the Dunrovin employee will offer a warm, courteous welcome to all who come. The employee will strive to communicate respectfully with staff members and all who come, maintaining an atmosphere of Christian peace, and will be open to Lasallian formation. The Dunrovin employee will follow procedures and policies as outlined in the Dunrovin Employee Handbook, will maintain efficiency as much as possible, and will maintain an approved schedule of hours. The employee will meet with and be accountable to a work supervisor and promote unity as a staff team member.

**Job Requirements:** The administrative assistant will demonstrate excellent skills in organization, efficiency, and communication; is detail-oriented; is competent with computer and database skills; is able to bend, lift, pull, and push at least 30 pounds; and will facilitate courteous communication with staff, guests, and outside relationships. The ideal candidate will have experience and proficiency with Google Suite, MS 365, databases, bookkeeping software, and general IT knowledge.

**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: