

C.C.H.O.A.  
505 Grand Caribe Causeway.  
Coronado, CA 92118



Office 619.423.4353  
Fax 619.424.3923  
www.cchoa.org

## Homeowners Association

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**JOB TITLE:** Administrative Assistant

**STATUS:** Non Exempt

**EDUCATION/EXPERIENCE REQUIREMENTS:** Three years experience with general office duties, receptionist and clerical work. Knowledge of modern office methods and procedures, filing, telephone skills and techniques, customer service skills; knowledge of English, grammar, spelling and punctuation. Proficient with Microsoft: Word, Excel, Outlook and 10 key data entry. Prior Homeowners Associations accounting experience a plus.

**PROFESSIONAL DESIGNATIONS:** Not Applicable

**GENERAL JOB DESCRIPTION:** Performs general administrative duties for management, including dictated, written, or composed correspondence. Answer telephone and greet the public. Attend meetings; records and transcribes minutes. Contribute to the efficient and effective workings of the HOA office by executing daily tasks with a strong attention to detail.

**RELATIONSHIPS:**

REPORTS TO:	Controller
DEPARTMENT:	Administration
SUPERVISES DIRECTLY:	Not Applicable
SUPERVISES INDIRECTLY:	Not Applicable
WORKS WITH:	Board of Directors, Homeowners, Contracted Vendors, and CCHOA Staff

**RESPONSIBILITIES:**

*Current committees: Landscape, Insurance, Finance, Grand Caribe Task Force and Election*

- Provides general administrative support to all committees.
- Notify committee members of meeting dates.
- Type minutes and agenda as needed.
- Distribute agenda, minutes, correspondence and financial reports.
- Keep files as needed by committees.

*Assist General Manager*

- Responsible for creating and compiling information for monthly board packets.
- Assist General Manager in member relations and communication.

- Keep General Manager Calendar and phone log.
- Attend regular board meeting, and keep notes.
- Assist in typing memos, correspondence and reports as needed

*Other Functions:*

- Answer phones.
- Draft meeting minutes in absence of the minute taker.
- Maintain book of minutes, resolutions, and master board packets.
- Assist with special projects as assigned.
- Update C.C.H.O.A. website as needed including social media websites.
- Keep a current list of the Board of Directors and distribute to board and staff.
- Maintain All Committee Rosters and Board of Directors.

**STANDARDS OF PERFORMANCE:**

List the performance standards under which the employee will be held accountable.

**ACCOUNTABILITY:**

List the aspects of the position that the candidate will be held accountable for.

**THE LEARNING CURVE:**

Tell approximately how long before the candidate is expected to be fully operational.