



We are looking for a part-time responsible Condominium Association front desk/administrative assistant.

The ideal candidate will have a friendly and easy-going personality. A customer-oriented approach is essential. Ability to perform a variety of administrative and clerical tasks, computer literate including MS tools (Word, Excel, Access), and the use of office equipment.

Must have:

- Knowledge of general office skills and equipment
- Ability to maintain confidential information
- Customer/Reservation service experience
- Excellent Written and Oral Communication Skills
- PC skills: Word, Excel, Access and Outlook
- Organization Skills
- Positive Team-Player Attitude
- Able to follow direction, work independently
- High school diploma or equivalent
- Reliable Attendance
- Bilingual is a plus but not required

This is a permanent part-time position at a stable and professional work environment at a small office. The hours are between 25 - 30 hours per week with possible on-call responsibilities. Work includes front desk duties, scanning and filing documents, booking reservations, responding to emails, data entry, and other responsibilities.

Salary begins at \$ 23,500. Paid vacation after one year, paid major holidays off.

Immediate availability is preferred. Only interested candidates please apply. Please e-mail resume to info@sunrisebayresort.com

Thank you