



Office Assistant

Whiskeytown Marinas, LLC – Main Office

Full and Part time – Seasonal & Year Round

The Office Assistant is responsible for assisting management with administrative tasks such as data entry, filing, A/R, contracts, events, assisting with guests or any other duties assigned by management. They will be required to interact with our guests and employees in a professional manner. They must be dedicated to providing excellent customer service. The essential duties will vary from property to property.

DUTIES AND RESPONSIBILITIES:

1. Responsible for performing administrative functions which will include, data entry, collection of A/R, filing and greeting guests
2. They may assist with booking reservations for water sports rental
3. Some of the duties will require they interact with the Home Office departments
4. They will answer phone calls, emails, greet guests, provide directions, may assist with inventory, and billing
5. They will be required to work with Microsoft Office products
6. During busy times, they may be required to assist in the marina store or on the docks
7. Must adhere to all company policies and procedures
8. All other duties as assigned by management

OPERATING RESPONSIBILITIES:

Work performed and composed of a variety of different tasks, calling for use of judgement, and compliance with policies and procedures. Must be both a team player and self-starter.

EDUCATION AND EXPERIENCE:

1. Must have some experience in an office environment
2. Must be adaptable to a fast-paced environment
3. Ability to work independently or as a part of a team
4. Ability to prioritize daily work
5. Must communicate professionally and provide exceptional customer service
6. Must have excellent computer skills including proficiency in Microsoft Office products
7. Must have flexible schedule to include working weekends and holidays during busy season.

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classifications.