

Professional Community Management of CA, Inc. (PCM) is seeking a **Part Time Administrative Assistant** to join our growing team. Under general supervision, to perform all administrative duties, take complaints, answer questions over the phone and in-person, provide customer service and perform varied office tasks. Reports to General Manager, with significant contact with Boards of Directors, committees, residents, guests, contractors, outside groups and associations, employees and the general public.

**Essential Duties and Responsibilities :**

- Produces documents using the office computer, such as correspondence, meeting arrangements, monthly newsletters, special projects, accounting sheets, violations, architectural permits, etc.
- Inputs all information on residents and guests in to database.
- Responsible for updating resident information on a regular basis.
- Answer incoming calls from residents regarding their questions and concerns.
- Filing, light bookkeeping, ordering of office supplies, input work orders, prepares employee bi-weekly timecards, supply updated materials and information to staff and residents on an ongoing basis.

**Qualifications :**

- High school diploma or equivalent with a minimum of 2 years experience with increasing responsibilities in adult community activity supervision; or combination of education and experience.
- Must be able to interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Must be able to use modern office equipment.
- Knowledge of business English, vocabulary, spelling and arithmetic.

We offer an excellent working environment, competitive compensation and great benefits. For full-time employees, our benefits include: medical, dental, life insurance, 401(k), paid holidays, vacation and sick leave. **Principals only, no third party vendors** Professional Community Management is an Equal Opportunity Employer.