

Location: San Clemente

Professional Community Management of CA, Inc. (PCM) is seeking a **Part-time Recreation Assistant** at our Talega Gallery community in San Clemente, CA.

Reports to the Assistant Manager/Recreation Director. Heavy interaction with residents and guests. Must be available to work a flexible work schedule including evenings, weekends and holidays. Under general supervision to answer phones, greet residents and guests, enforce the rules of the club-house, register residents for activities and to perform related work as instructed.

Essential Duties and Responsibilities:

- Acting as receptionist, by greeting residents and guests at the front desk, answering all incoming calls, and providing information to residents regarding upcoming events and general information regarding the clubhouse and its use.
- Assist with recreational events, including calls, updating class information for events, providing information to owners regarding events, assist in the processing of recreation paperwork, such as checks and deposits.
- Keep flyer/information rack stocked with current info or bulletin boards up to date;
- Respond to resident and guest inquiries;
- Respond to emergencies that occur after regular office hours and on weekends by contacting the appropriate person(s);
- Enforce Clubhouse rules and regulations, alert Security if a problem arises.

Qualifications:

- High school level knowledge in English and communications, vocabulary, spelling and arithmetic; Knowledge of the use and function of modern office equipment.
- Ability to communicate effectively with others in English and to understand and follow oral and written directions;
- Ability to establish and maintain effective working relationships with fellow employees and the public.
- Ability to perform all functions listed above to an acceptable level with little or no supervision and to be self-motivated to seek additional responsibilities.
- Must be a minimum of eighteen years of age to meet Community age restriction requirements.
- Ability to sit for extended periods of time, bend, stoop and twist. Ability to lift up to and including 50 pounds.
- DMV Printout and current proof of automobile insurance.

Principals only, no third-party vendors

Professional Community Management is an Equal Opportunity Employer