



## Administrative Assistant: Job Description

### Position Summary

The Big Sky Resort Area District is seeking an Administrative Assistant to oversee the office and support management. The ideal candidate will be a collaborative team player with a desire to support the Big Sky community. The ability to multi-task with a detail-oriented approach are key skills needed for this role. Assuring a steady completion of workload in a timely manner is key to success in this position.

### Responsibilities and Duties

- Ensure deadlines are met and work is accurately completed.
- Answer phones and return messages in a timely manner.
- Pick up mail and help with errands throughout Big Sky.
- Respond to public inquiries and help get answers to questions.
- Take Board meeting minutes and review to verify accuracy.
- Maintain a District calendar and schedule.
- Prepare reports and presentations as needed.
- Support with board and staff orientations.
- Assemble board meeting packets, progress reports and appropriation binders and distribute.
- Organize set up for meetings including organization, advertising, facilitation, sustenance, and clean up.
- Audio/Video conferencing management and troubleshooting.
- Provide support for District elections.
- Organize electronic and physical documents for District.
- Monitor office supply levels and reorder as necessary.
- Assume responsibilities for maintenance of office equipment.
- Clean office and coordinate maintenance with contractors.
- Review and preapprove appropriation payment requests for management.
- Determine if acceptable documents provided for payment request.
- Evaluate payment request discrepancies.
- Manage follow up content from applicants.
- Generate memos, emails, and reports as necessary.
- Execute projects as directed by management and see the projects through to completion.

### Qualifications and Skill

- Bachelor's degree preferred
- Proficiency in MS Office and Adobe Acrobat.
- Ability to analyze and revise operating practices to improve efficiency.
- Detail oriented and comfortable working with a Board of Directors.
- Superior organization skills and dedication to completing projects in a timely manner.

### Compensation

This is a 40 hour per week position during five-day-a-week office hours from 9:00 a.m. until 5:00 p.m., Monday through Friday., Wage range for the position is \$16.00 - \$18.00 per hour. Position includes vacation, retirement, vacation, medical, dental, and vision.

Applications must be received by Friday, July 12<sup>th</sup>. Position open until filled. Email your cover letter and resume to [daniel@resorttax.org](mailto:daniel@resorttax.org).