



CLUB DONATELLO

***“CLUB DONATELLO IS A FOUR-STAR, GOLD CROWN BOUTIQUE OWNER’S CLUB
PROVIDING AN INTIMATE AMBIANCE IN THE HEART OF SAN FRANCISCO’S UNION SQUARE”***

June 20, 2020

TITLE: Executive Administrative Assistant

DEPARTMENT: CLUB DONATELLO 3rd FLOOR ADMINISTRATIVE OFFICE

FLSA Status: Non-Exempt

REVISED DATE: January 2010

GENERAL STATEMENT OF ROLE AND RESPONSIBILITIES:

Under the direction of the Executive Manager for Administration, Accounting and HR, this position provides personnel support through all aspects of Administrative Services and Human Resources, and provides support as needed.

Duties and Responsibilities may include the following. Other duties may be assigned.

1. Coordinates all aspects of Human Resource Management & Administration.
2. Answers multi-line telephone, takes accurate messages, and screens/directs telephone calls in a professional manner.
3. Performs routine administrative functions including word processing correspondence, memos and reports.
4. Maintains electronic personnel files in an organized and accessible manner to include updating information along with filing correspondence and other related information in a timely manner.
5. Processes incoming mail and electronic mail to include sorting and distributing to appropriate individuals.
6. Calculates and enters time cards into computer system weekly.
7. Tracks vacation time, sick time, payroll deductions, status changes and Team Member evaluations, and keep management informed and updated by sending reminders regarding upcoming performance appraisals, inclusive of ensuring all materials are uploaded in the electronic file (E-Paychex services website) and filed in the corresponding Team Member’s file at the Administration Office.

8. Processes Workers' Compensation claims by assuring all paperwork is filled out confirming status of Team Members.
9. Acts as Assistant Benefits Administrator to include completing appropriate paperwork and processing updates as needed.
10. Coordinates and oversees the completion of special projects as needed and directed.
11. Coordinates meeting arrangements such as time, venue, notices to attendees and prepares related agendas and minutes as needed and directed.
12. Ensures the efficient operation of all office equipment by performing minor service duties and arranges for routine and necessary maintenance as needed. Maintain the office supply inventory and orders additional supplies as needed.

Executive Functions & Responsibilities:

1. Delegates administrative duties to Administrative Assistant and Financial Services Administrator, and other Team Members, as well as supervises and provides instructions as needed.
2. Assists with New Team Member hire, Team Member Handbook updates and distribution of changes, as well as other Handbooks/Manual maintained by the CDOA.
3. Maintains bulletin boards of required Team Member postings and general information.
4. Coordinates Board Meeting arrangements such as scheduling, venue and advance preparation, collating and mailing of Board of Directors reports, inclusive of Annual Owners Meeting.
5. Operates a variety of office equipment such as computer terminal, FAX machines and photocopier, mailing/postage machines, credit card terminal and other related office equipment.
6. Provides comprehensive administrative assistance to the Club Manager, including filing system and maintenance of all Board of Directors, Board Committees, legal documents, CDOA Owner records, Club operations documents and correspondence, mail sorting and distribution, and the drafting or generation of all communications as directed.
7. Maintains accurate and current CDOA/Club Donatello files/records and assists in ordering of supplies and products necessary to maintain the operations of the Club Donatello/CDOA.
8. Provides administrative coordination on special projects as needed and directed.

DISTINGUISHING CHARACTERISTICS:

Highly motivated with the ability to develop priorities and plan. Organizes and follows through on projects. Accuracy and attention to details a must. Able to work independently, with little supervision. Must be consistently pleasant, energetic, a cohesive team player and a self-starter individual with the ability to communicate clearly and concisely, both verbally and in written form. Flexibility to work both scheduled and extended hours from time to time, including possible weekends if necessary.

QUALIFICATIONS: 4-Year Degree in Accounting, Finance, or Business, or at least 2 Years of accounting experience, preferably in the Hospitality Industry. Must be a self-motivated problem solver. Knowledge of Condominium Associations, Timeshare Industry, or Common Interest Development Properties preferred. Familiarity with QuickBooks Accounting Software, Micros System -OPERA, RDP (Resort Data Processing) Property Management System. Excel, MS Word, and Power Point.

This position requires an individual with effective communication skills, who is able to deal with a variety of inquiries from our Owners, Guests and Vendors.