



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 29, 2021

**TITLE: Executive Assistant**

**DEPARTMENT: CLUB DONATELLO 3<sup>rd</sup> FLOOR ADMINISTRATIVE OFFICE**

**FLSA Status: Non-Exempt**

**REVISED DATE: June 2021**

**GENERAL STATEMENT OF ROLE AND RESPONSIBILITIES:**

Under the direction of the Executive Manager this position performs administrative and clerical duties for Executive Manager by performing the following duties.

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

1. Functions as liaison between management and various departments to facilitate smooth daily company operations.
2. Screens telephone calls and incoming mail at the executive level and responds promptly to incoming correspondence as appropriate.
3. Maintains an updated and accurate calendar as well as schedules appointments and office meetings as requested.
4. Ensures Executive Manager is informed of deadlines and problems/issues/concerns.
5. Performs routine administrative functions including word processing correspondence, memos and reports.
6. Communicates with management as directed by Executive Manager to help facilitate day to day business matters.
7. Prepares correspondence accurately from dictation and other provided information using a word processor.
8. Calculates and enters time cards into computer system weekly.
9. Maintains an extensive filing system for correspondence, business matters, and other related data, inclusive of **confidential personnel records**.

10. 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.
11. Processes Workers' Compensation claims by assuring all paperwork is filled out confirming status of Team Members.
12. Coordinates and oversees the completion of special projects as needed and directed.
13. Coordinates meeting arrangements such as time, venue, notices to attendees and prepares related agendas and minutes as needed and directed.
14. Creates and maintains master forms designed to enhance efficient office operations by applying knowledge of software applications
15. 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.
16. Creates and maintains master forms designed to enhance efficient office operations by applying knowledge of software applications

#### **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 for approval by Executive Manager.
5. Provides comprehensive administrative assistance to the Executive 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.
6. 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.
7. Provides administrative coordination on special projects as needed and directed.

8. Provides support in all areas of Operations as directed by Executive Manager (Administration, Accounting, Club Rooms Operations and Reservations Department)

**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:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

2 Years of Supervisory or Management 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, 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.

**Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Office 365, Microsoft Excel, QuickBooks, Internet Explorer and Microsoft Outlook.

**Work Environment:**

The work environment characteristics described here are representative of those an employee/**Team Member** encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee/Team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee/Team Member is regularly required to sit; use hands and talk or hear. The employee/Team Member is occasionally required to stand; walk; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee/Team Member must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.