



JOB POSTING

Date of Notice: March 10, 2010
Position Title: ADMINISTRATIVE ASSISTANT – CADDIE SERVICES
Job Location: BANDON DUNES
Position Reports To: Director of Caddie Services / Guest Services
Application Closing Date: Until Filled
Send Application To: Human Resources

Bandon Dunes,
57744 Round Lake Drive
Bandon, OR 97411
jobs@bandondunesgolf.com

Primary Duties:

- Assist management with various secretarial tasks including typing correspondence; preparing reports, forms, documents, newsletters, special event mailings, and general publications; photo copying, fax and mail distribution, filing, data entry; arrange appointments and make meeting and travel arrangements.
- Receive and screen visitors. Answer, screen and route telephone calls in a timely and professional manner. Take accurate phone messages. Assist with customer inquiries.
- Operate and manage caddie uniform sales including POS and inventory controls.
- Ensure accuracy and completeness of statistical, financial or mathematical data on various reports.
- Assist in departmental projects and perform other job-related duties as directed by management.

Minimum Qualifications:

- High school diploma or equivalent. AA degree in the secretarial sciences preferred.
- Two (2) years of experience as an Administrative Assistant or secretarial position.
- Type 65+ wpm. Proficiency with word processing and spreadsheet software programs preferred.
- Demonstrated quality written, verbal, interpersonal, telephone communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; Detail oriented, organizational and time management ability.
- Positive attitude, professional manner and appearance in all situations.

Candidates interested in applying for this position must meet the minimum qualifications for the position. To apply, please send a cover letter and resume to the address shown above prior to the closing date. Complete position description available upon request.

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