

**Date of Notice:** December 29, 2011

**Position Title:** **Administrative Assistant - Operations**

**Job Location:** BANDON DUNES

**Position Reports To:** Various Managers

**Application Closing Date:** Until Filled

**Send Application To:** Attn: Human Resources  
Bandon Dunes  
57744 Round Lake Drive, Bandon, OR 97411  
Fax: (541) 347-5850  
[jobs@bandondunesgolf.com](mailto: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 for GM and department heads.
- Receive and screen visitors. Answer, screen and route telephone calls in a timely and professional manner. Take accurate phone messages. Serve as liaison for club personnel, Home Office and outside contacts. Assist with customer inquiries and provide information about the facility, special functions, etc. Serve as a liaison pertaining to customer complaints.
- Maintain time and attendance records, absentee and leave records, and payroll timesheets. Collect and assemble payroll information, verify total hours, tips, and commissions and prepare payroll reports for forwarding to Home Office, distribute paychecks, resolve pay issues as appropriate, and maintain records.
- Prepare reports on behalf of and at the direction of management.
- Ensure accuracy and completeness of statistical, financial or mathematical data on various reports.
- Organize and maintain the petty cash fund and control office supply purchases and inventories.
- Organize and maintain confidential records pertaining to operations, personnel, materials, equipment, etc.
- 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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