

JEKYLL ISLAND AUTHORITY

JOB VACANCY

Job Title:	Admin Assistant
Division/Position No.	Administration / Position No. 0103
Status:	Non Exempt / Full Time Employee
Salary:	PG 14 (\$10.25 hr - 11.75 depending upon experience)
Reports to:	Chief Accounting Officer (CAO)
Benefits:	Full Benefits + Amenities pass for employee & family.
Retirement:	State Employee Retirement System (GSEPS).

Job Summary:

Under general supervision, provides receptionist and general clerical duties for the administrative offices. Duties include welcoming visitors in a professional and courteous manner, greeting and assisting residents, answering the telephone switchboard, recording and relaying messages to appropriate staff members, preparing outgoing mail, and assisting the Accounting & Human Resources Departments.

Description:

1. Performs general receptionist duties including welcoming visitors in a professional and courteous manner, greeting and assisting residents, answering the telephone switchboard, recording and relaying messages to appropriate staff members.
2. Accepts invoices and deliveries for the Admin building.
3. Prepares outgoing mail by stamping, weighing, preparing certified mail; maintains postage meter to include recording daily usage, preparing check request for postage.
4. Assists imprinting and mailing standard collection letters each month.
5. Prepares Daily deposit, opens, sorts, and distributes incoming mail.
6. Distributes job applications as directed by human resources; directs applicants as requested.
7. Schedules admin conference room and responsible for its upkeep and general cleanliness.
8. Accepts cash payments and checks payable to the Authority and records on deposit slips..
9. Demonstrates exceptional customer relations' skills, handling any customer problems that arise appropriately according to established procedures and specific situations.
10. Responsible for consolidating requests and requisitioning office supplies for the Admin Building.
11. Assists Accounting and Human Resources Departments with filing, copying, and other admin tasks.
12. Enters journal entries into accounting software for Accounting Department.
13. Records & date stamps receipt of daily reports and contacts department managers for delayed reports.
14. Enters data for credit and settlements spreadsheets.
15. Completes Purchase Orders for Accounting & Human Resources offices.
16. Performs other duties as assigned.

Qualifications:

Completion of a high school degree or a recognized equivalent required, one-year office administration preferred, some bookkeeping experience a plus. Must be proficient in general PC skills, including word-processing and spreadsheet applications (Word and Excel a preference). Must be reliable and have good customer service skills and a valid Driver's License.

Closing Dates/Time:

Opening: Feb 1, 2012 Closes: Feb 17, 2012

Contact Info:

Submit Application/resume to: Jekyll Island State Park Authority
Attn: **Human Resources**
100 James Road
Jekyll Island, GA 31527

FAX: 912/635-4056 Email: CHarvey@jekyllisland.com Fax: 912/635-4056