

Part-time office Assistant

Carlyon Beach HOA Overview:

Nestled at the end of Steamboat Island peninsula, with breathtaking panoramic views of Puget Sound and Mount Rainier, is Olympia's best kept secret: Carlyon Beach. With our long list of private amenities, including a clubhouse, two playgrounds, a dog park, kayak racks, and a marina, as well as private roads, waste water plant, and water system.

This position will perform a variety of clerical duties in support of the member service office. Act as frontline receptionist and customer service.

Duties:

- Perform repetitive, routine, clerical duties such as answering phone, opening mail, record keeping, and filing.
- Prepare photocopies and materials for the board.
- Post to our webpage as needed.
- Use Microsoft Word and Excel.
- Other duties as requested, supporting CBHA Office Administrator.

Ability to:

- Communicate clearly with community member
- Learn simple and repetitive office skills.
- Demonstrate reliability.
- Understand oral and written instruction.
- Work as a team member.

Desired Qualifications:

- High school graduation/GED
- 6 months clerical experience/education

Salary: \$18.00 hour

Hours: 20 hours (varies)