

**Sylvan Shores Board of Directors is looking for a part time Office Assistant. Following is a detailed job description.**

Hours: 20 per week in winter  
30 per week in summer

1. Knowledge of Microsoft Office and Quickbooks is required
2. Handle phone calls, emails and customers
3. Assist Board of Directors, Accountant and various committees as follows:
  - Assist in producing Newsletter
  - Set-up and maintain various files
  - Compile payroll hours for accountant
  - Office Equipment (computer, printers, etc) – Maintenance & supplies
  - Maintain list of maintenance issues for maintenance staff
  - Under direction of board or committee members, send out correspondence and notices to property members
  - Work with event committee in planning and set-up for various events throughout the year.
  - You will be expected to learn Sylvan Shores By-Law and Covenants
  - You will be expected to attend open Board Meetings
  - Assist Board, Accountant and Committees as requested

Certain duties and information require confidentiality.

You must be able to work on your own as this is a one-person office.

There is a potential for this position to grow into an Office Manager position.

Call Sylvan Shores to discuss salary. If you get our answering machine, leave your name and number and you will be called back as soon as possible.

**For more information call Sylvan Shores at 218 894-1065. Send your resume to Sylvan Shores at 40302 Paradise Drive, Browerville, MN 56438, or via email at [SylvanShores@Outlook.com](mailto:SylvanShores@Outlook.com).**