

Bridgestone MUD District Administrative Assistant

Job Description:

- Answer and route incoming phone calls with a professional demeanor.
- Promptly respond to website inquiries and route as appropriate. When necessary, coordinate with the District's communication consultant on the responses.
- Maintain records of all correspondence and documentation in accordance with the District's retention policies.
- Assist the General Manager in preparing District employee payroll. Coordinate with human resources as needed.
- Show the District building to potential rental prospects.
- Maintain event rental calendars for the building and park.
- Prepare rental contracts for execution, collect deposits and any fees, inspect facilities after an event, and coordinate deposit refunds.
- Coordinate events at the District's park, as needed.
- Collect any deposits or fees and have any agreement executed properly, coordinate any deposit refunds.
- Provide assistance to the General Manager and Park Manager as required.
- Attend board meetings and take meeting minutes.
- Help maintain an action list for the District's Board and Consultants.
- Assist the General Manager and the District's Attorney in the creation of Board agendas.
- Help coordinate communication between Board Directors, General Manager, Consultants and the District's Attorney.

Requirements:

- Excellent written and verbal communication skills required.
- Must be proficient in office productivity software (Microsoft Office365, Google Workspace, etc.).
- Able to handle multiple tasks simultaneously with limited supervision.
- High School Diploma Required, some college or preferred