

**JOB POSTING
BRAYS ISLAND PLANTATION**

JOB TITLE: Administrative Assistant
DEPARTMENT: Equestrian
REPORTS TO: Equestrian Director
EXEMPT/NON-EXEMPT: Non-Exempt
SUPERVISES EMPLOYEES: No
NUMBER SUPERVISED: 0
Full-time (Monday-Friday 7:00 a.m.-4:00 p.m.)

FUNCTION: Serves as administrative assistant for the Equestrian Center. Assists with filing, reservations and general correspondence. Ensures all programs and services are fulfilled in a manner consistent with the goals and objectives of Brays Island Plantation.

DUTIES & RESPONSIBILITIES:

1. Types and composes correspondence, for the equestrian department such as but not limited to, filing, timekeeping and other business correspondence.
2. Responds to telephone calls and mail, and handles inquiries regarding equestrian operations.
3. Assists the Director with his/her schedule, providing and preparing materials for meetings, projects, budgeting, conferences, appointments, etc.
4. Administers billing for members.
5. As needed, codes invoices.
6. Assists with coordinating equestrian activities, i.e. trail/community rides, summer camp program, educational clinics.
7. Prepares the monthly news article for the Plantation Post.
8. Other duties as assigned.

PHYSICAL REQUIREMENTS:

1. Capable of working extended hours as necessary.
2. Must have a valid S.C. driver's license.
3. Able to see well enough to read faint or partially obscured writing or printing, with corrective lenses if needed.
4. Must be able to speak English in a clear and understandable voice so that various types of communications may be conducted with people of various levels of education and capabilities.
5. Position involves sitting, standing and/or movement throughout the day. Must be able to transport oneself not only to the office, but also around the plantation.
6. Must be physically and intellectually capable of operating a personal computer, printer, facsimile machine, telephone typewriter, and various other routine business items.
7. Position involves sitting, standing, stooping, kneeling, pushing, shoving, lifting, carrying and moving objects that can weigh up to 50-75 lbs. This movement can occur throughout the day.

ENVIRONMENTAL REQUIREMENTS:

1. Working environment is both indoors and outdoors. Required to perform job in all types of weather conditions. Work day will be divided in varying percentages from well-lighted, temperature controlled work area to exposure of all types of weather elements.
2. Must be able to work on more than one assignment at a time with interruptions, changes and delays while meeting daily deadlines. Must be able to remain focused and work effectively, efficiently and cheerfully under such circumstances.
3. Must be able to work effectively and cheerfully in an environment, which may be stressful due to adversarial situations resulting from the proper performance of duties.

MINIMUM QUALIFICATIONS:

Education: High school graduate.

Knowledge: Prior knowledge of equestrian center programs. Computer knowledge of Microsoft Word, Excel and Access programs preferred.

Skills: Highly effective interpersonal skills, problem solving abilities and advanced communication skills a plus.

Experience: Minimum of 2-4 years secretarial experience.

Personality: Must be able to effectively interact with all types of individuals, be mentally alert, detail oriented with good reasoning skills.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change; e.g., emergencies, rush jobs, changes in personnel, workload, technological developments, etc.