



Cow Creek Government Office

Position Description

Position Title: UIDC Executive Administrative Assistant **Department:** Administration

Reports To: UIDC Resort Operations Officer

FLSA Designation: Non-Exempt

Date Written/Revised: 09/12/2016

POSITION PURPOSE:

Provides administrative and clerical support to the UIDC Resort Operations Officer. Handles confidential and sensitive information related to a wide variety of issues, including corporate financials, guest relations, employment issues, etc.

ESSENTIAL FUNCTIONS:

- Manages the Operations Officer's calendar and independently schedules appointments.
- Screens all incoming telephone calls and correspondence for the Operations Officer and responds independently when possible.
- Prepares memoranda outlining and explaining administrative procedures and policies to managers and directors. Provides guidance and monitors compliance.
- Arranges meetings, programs, events, or conferences by arranging for facilities and catering, issuing information or invitations.
- Acts as custodian of corporate documents and records: maintains an organized and confidential filing system for the department.
- Composes and prepares confidential correspondence, reports, and other complex documents for the Operations Officer.
- Attends Management meetings, taking and distributing minutes to all attendees.
- Creates and maintains database and spreadsheet files.
- Arranges, reconciles and reimburses all corporate travel for seminars and training. Also, arranges travel for outside visitors as needed.
- Responds to all inquiries on-line for various property wide questions. If unable to respond directly, forwarding the inquiry to the appropriate department for answer.
- Maintain adequate office supplies by assessing need and placing orders.

QUALIFICATIONS:

- Associates degree in Business, Communications, or related subject or 5 year's previous experience as Executive Administrative Assistant.
- Must be 21 years of age or older.
- Advance level in Excel and PowerPoint, required.
- Project Management, required.
- Proven organizational skills and experience prioritizing multiple requests in a fast paced environment with frequent interruptions.
- Excellent verbal and written communication skills.
- Ability to maintain confidential records.
- Advanced level computer and software skills in MS Word, and Outlook.
- Demonstrated high degree of accuracy with data entry, taking minutes and report writing.
- Must have the ability to obtain a Class III Gaming License.
- Valid Oregon Driver License and the ability to comply with the company's Drivers Policy.