



Lake Park Condominium Association, Inc.

5700 Baltimore Drive – Office La Mesa, CA 91942 Phone (619) 697-9700

Part Time Office Assistant Job Description

Part-Time Office Assistant (PTOA) – Position Summary

The Part-Time Office Assistant (PTOA) is responsible for delivering professional and efficient support in managing visitors, telephone calls, messages, and basic office functions. Key responsibilities include greeting and assisting visitors, responding to general inquiries, preparing association-related correspondence, and supporting the day-to-day operations of the Association. In addition, the PTOA provides assistance to management, committees, and other team members to ensure smooth operations and effective communication. This role requires collaboration with others in accordance with the management contract between the Association and the Management Company. The PTOA is employed directly by the Management Company.

RESPONSIBILITIES

- Greet homeowners and assist with questions and concerns
- Perform general administrative tasks, including filing, copying, and scanning
- Monitor the general email account; respond to or forward inquiries as appropriate
- Update the Association's website calendar and documents
- Draft letters, email blasts, notices, and correspondence with homeowners, vendors, and others
- Collaborate with established committees to plan, coordinate, and execute committee activities
- Provide administrative support for management, board, and committees as needed
- Assist the management team in maintaining a current membership database, tenant registrations, parking updates, etc.
- Perform data entry and year-end document archiving
- Assist in enforcing compliance with CC&Rs, including walkthroughs and issuing compliance letters
- Complete other duties and responsibilities as assigned

GENERAL INFORMATION, QUALIFICATIONS AND REQUIREMENTS

- Work independently with minimal supervision, accountable to Management
- Part-time position with a schedule set within office hours up to 30 hours Monday through Friday
- In-office role; business casual attire required
- Must hold a valid driver's license and maintain vehicle insurance
- Proficiency in Microsoft Outlook, Word, PowerPoint, Publisher, Excel; CINC
- Strong writing skills with proper grammar and spelling
- Ability to manage multiple projects and adapt to shifting priorities
- Detail-oriented team player with strong organizational skills
- Starting pay: \$20 per hour (non-exempt position)
- Job performance reviews conducted at 30, 60, and 90 days