Architecture Committee Assistant (potential to include assistance for Compliance Committee)

The Architecture Committee is looking for a detailed oriented Assistant who can serve our community 10-20 hours a month. Duties and responsibilities will require organization, communication and reporting. This person will be responsible for some confidential and time sensitive material. Training will be provided on a variety of the community CC&Rs and Architectural Guidelines. Ability to communicate via phone and email will be necessary to ensure that all administrative duties are completed accurately and delivered with high quality in a timely manner.

Responsibilities include:

- Receive and sort permit applications (minimum 1 per week)
- Assist in permit distribution and follow up
- Assist in the preparation of reports and minutes
- Produce and distribute minutes of meetings
- Prepare files/paperwork for meetings
- Take accurate minutes of meetings (2nd Saturday of every month)
- Maintain all files and permits – computer and manual systems
- Reply to email, telephone or face to face inquiries
- Arrange, distribute, store, and follow up of permits
- Provide general information by answering questions and requests
- Handle sensitive information in a confidential manner

Requirements:

- Strong organizational and planning skills
- Administrative skills
- Knowledge of Microsoft Office (Word and Excel)
- Typing skills
- Reporting skills
- Attention to detail
- Accuracy