

# Lower Makefield Township

## Job Description

Job Title: Administrative Assistant

Department: Parks and Recreation

Supervisor: Monica Tierney, Parks and Recreation Director

### **Position Summary:**

This is the face of the Parks and Recreation Department. Responsibilities include answering phones, making reservation and using our software to make basic sales. In the heavy season this person will work alongside the membership coordinator to process pool and dog park registrations. This person will be responsible for up to date on all the ongoing of the Department in order to answer resident and user questions.

### **Specific Duties:**

- Answers department main phone line.
- Prepare deposits and check requests.
- Assist with verbal and written communications.
- Organize, file and check all supporting documentation regarding membership.
- Manages calendars and makes reservations for pavilions and facilities.
- Maintains records and files.
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Support the membership coordinator by processing pool memberships through our capture point registration system and assists with filing.
- Contributes to team effort by accomplishing related results as needed.
- Other duties as assigned.

### **Qualifications:**

- 2 Years' experience in an administrative or customer services position.
- Strong computer skills. Proficient in Microsoft Excel, Word and PowerPoint, Capture Point.
- Ability to communicate clearly and concisely, both orally and in writing
- Strong organizational skills with attention to detail
- Ability to work with others as well as independently
- Primary duties will be conducted during the business day but a good candidate will be willing to work weekends, evenings or holidays when needed.
- Dependable and Reliable

Last Updated: 10/20/21