



**JOB TITLE:** Administrative Assistant  
**DEPARTMENT:** Executive  
**REPORT TO:** General Manager  
**DATE REVISED:** November 2024  
**CLASSIFICATION:** Non-Exempt; seasonal Full-time or part-time

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### **JOB STATEMENT/PURPOSE:**

The Administrative Assistant at Anchorage Golf Course serves as the right hand to the General Manager, providing crucial support across various aspects of the organization. This role requires excellent communication skills, attention to detail, and the ability to manage multiple tasks efficiently.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manage correspondence on behalf of the General Manager, including drafting letters and emails to various organizations and government offices
- Coordinate with all departments to ensure proper paperwork is completed for new hires
- Conduct initial onboarding for all new employees, including initial set up, creating name tags, setting up in both Club Profit and Pay NW, disbursement of policies and procedures, employee handbook etc.
- Maintain compliance records and ensure timely renewal of licenses for the golf course and all departments
- Serve as the point of contact for workers' compensation issues, filing claims and following up with departments
- Ensure proper HR documentation is up to date and displayed per state and government regulations require.
- Handle donation request forms under the direction of the General Manager
- Respond to emails forwarded from the General Manager
- Assist with basic IT tasks, including managing the alarm system, user management, point of sales machines, credit card machines and work stations. Be secondary contact with DenaliTek
- Assist with keys, cypher lock door, nametags etc.
- Assist in ordering office type supplies and other items for all departments
  - Seasonally order supplies such as scorecards/pencils, trash bags, register tape, office supplies



## **OTHER RESPONSIBILITIES:**

- Support the management team across all areas of the business
- Assist with marketing materials including but not limited to, social media, printed and website postings.
- Perform additional administrative tasks as assigned by the General Manager
- Other duties as assigned, including tasks which support the essential functions and may be changed or redesigned

## **QUALIFICATIONS:**

- Bachelor's degree in Business Administration or related field preferred
- Excellent written and verbal communication skills
- Strong organizational and time management abilities
- Proficiency in Microsoft Office Suite
- Basic understanding of IT systems and social media platforms
- Experience in customer service or public relations
- Ability to maintain confidentiality and exercise discretion
- Flexibility to adapt to changing priorities and work schedules
- Golf industry knowledge is a plus but not required

I have received a copy of my job description and fully understand my duties and responsibilities. I further understand that by accepting these duties and responsibilities in no way constitute a contract of employment, written or implied and that my employment is considered "at will".

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*\* Please provide a signed copy to employee and keep original for employee's personnel file.*