

Seasonal Office Assistant

Woodland Campground is seeking candidate(s) to fulfill our front office position(s).

This is a seasonal position with employment from mid-April to mid-October, part- and full-time hours.

The office assistant will perform a wide range of receptionist, clerical, cash handling and office support responsibilities. An individual in this position is responsible for contributing to a supportive and welcoming environment for members and guests.

- Welcoming members and guests in a professional and courteous manner and directing people to the appropriate staff when necessary.
- Typing correspondence, reports, forms, and other materials with accuracy and timeliness.
- Keeping all members up to date with current copies of park by-laws, covenants, rules and regulations.
- Answering incoming calls and directing calls to appropriate staff or taking messages when needed.
- Must be proficient in both word and excel.
- Knowledge and experience with cash handling procedures and bank deposits.
- Ability to operate desktop computers, laptop, copy machine, and other routine office equipment.
- Ability to complete tasks in areas of responsibility with moderate supervision.

Submit resume to office@woodlandlittlesioux.com or submit an application through the website at www.woodlandlittlesioux.com.