

I. Position

Executive Secretary (1.2)

II. Related Titles

Club Secretary; Secretary; Administrative Assistant; Office Manager

III. Job Summary

Provide secretarial and administrative support services to the Board of Directors, General Manager and appropriate club staff. Supervise office staff members.

IV. Job Tasks (Duties)

1. Prepares notices and other items for the Executive Committee and Board of Directors' meetings.
Manages records and files minutes of each meeting
2. Performs general office tasks not limited to word processing and dictation to assist the General Manager and other department heads
3. Maintains general correspondence
4. Receives and screens visitors
5. Helps to schedule the General Manager's appointments and conferences
6. Answers the telephone; acts as a receptionist when necessary; assists with members' inquiries and provides information about membership, special functions, etc.
7. Takes reservations for club outlets and events as necessary
8. Prepares and sends mailings about club events and functions
9. Attends meetings with the General Manager, Board of Directors, Executive Committee, club staff and others.
Takes minutes and transcribes them for distribution as necessary
10. Assists with development of club newsletters and/or publications
11. Performs other ad-hoc duties as assigned by the General Manager

V. Reports to

General Manager

VI. Supervises

Receptionist; Secretary