



## **VSGA EMPLOYMENT OPPORTUNITY**

**Position:**        **Administrative Assistant** (*Hourly, non-exempt*)

**Reports to:**     Director, Finance and Administration

**Location:**       Midlothian, VA - In-office position

**Summary:** Provide administrative support to the Director of Finance and Administration, Executive Director, and other staff members as needed. This role requires discretion, confidentiality, and professionalism when handling business matters. The employee will represent the company with a professional image during in-person, phone, and email interactions. Golf experience is not required.

### **Front Desk Responsibilities**

- Answer phones and assist customers or transfer them to the appropriate staff member.
- Meet and greet clients and visitors in a professional, courteous manner.
- Sign for and distribute packages (UPS, FedEx, etc.).
- Retrieve, open, date stamp, and distribute mail to the appropriate personnel.
- Perform general clerical duties, including photocopying, mailing, and filing.
- Update member club and individual member contact information.
- Update the phone menu as needed.
- Respond to contact form emails daily.
- Bring mail to the post office daily.
- Other duties as assigned.

### **Administrative Duties**

- Assure accuracy of all outgoing documents and correspondence.
- Prepare and distribute Hole-in-One certificates, bag tags, and letters. Update the Hole-in-One database on the VSGA website.
- Maintain an inventory of office/kitchen supplies and printed materials, reordering as needed.
- Perform biannual inventory counts.
- Keep contact lists for staff and the board of directors up to date.
- Monitor copier and postage meter maintenance, including meter readings.
- Create and edit documents using Microsoft Office and Adobe Creative Cloud.
- Utilize Word, Excel, and InDesign to design invitations, brochures, and other documents.
- Administer the annual virtual silent auction.
- Assist with bulk mailings.
- Arrange lunch deliveries for in-office meetings.
- Process VIP Golf Card orders over the phone or in person.

- Assist with the weekly membership newsletter.
- Assist with membership activations.
- Process VSGA shop sales over the phone and track and fulfill orders.
- Assist the accounting team with entering expenses, monthly reconciliation, and paper filing.
- Other duties as assigned.

### **Event Coordination**

- Assist with arranging three board meetings and the annual meeting each year.
- Assist with communicating meeting details to board of directors, past presidents and staff.
- Assist in coordinating the annual holiday lunch and summer event.
- Manage attendees for meetings/events.

### **Qualifications**

- Strong verbal, written, and organizational skills.
- Solid computer skills.
- Excellent interpersonal skills with a history of delivering high-caliber customer service.
- Ability to multi-task and work on projects with minimal supervision.

### **Salary**

- Commensurate with experience and qualifications.

### **Benefits**

- Paid medical, dental and vision insurance after 90 days of service.
- Paid life insurance, short-term and long-term disability after 90 days of service.
- 401K, including company match, after one year of service.
- Paid time off (PTO) and paid holidays.
- Flextime offered.

### **Reply with resume to:**

Kristine Clites, Director of Finance and Administration  
Virginia State Golf Association  
2400 Dovercourt Drive, Midlothian, VA 23113  
kclites@vsga.org  
Phone: (804) 378-2300  
Open until filled