



**Administrative Assistant
Meier Lake Resort Company
Palmer, Alaska**

Job description

The ideal candidate will provide assistance for Managing Director. They should be well organized and be comfortable scheduling meetings and responding to customer emails. This individual should be able to draft documents, assist clients and help the executive with daily administrative tasks.

Responsibilities

- Calendar management for executive
- Answering incoming phones and routing calls to the correct person or taking messages
- Keep track of customer billing schedules and accept payment over phone for facility event rental
- Responding to emails and document requests on behalf of Director
- Assisting with customer outreach emails via email marketing platform (CRM)
- Organize and manage customer business files

Qualifications

- Associate's degree or equivalent experience
- Proficient in Microsoft Office suite
- Experience in managing multiple priorities, administrative coordination, and logistics
- Well-organized, detail-oriented, ability to multi-task with great follow-up skills
- Strong written and verbal communication skills

Please send cover letter and resume to meierlake@gmail.com