OFFICE MANAGER

JOB DESCRIPTION
Canyons Village Management Association (CVMA) is seeking an experienced Office Manager with a passion for coordinating a streamlined and welcoming work environment. We are looking for a creative problem solver who can maintain the office, refine organizational procedures and develop strong professional relationships with our members and stakeholders.

The ideal Office Manager will be a self-starter who is able to fill in and anticipate needs in a dynamic environment. We are a small team and require someone who can remain flexible and responsive to changing workloads and priorities. Attention to detail, and the ability to stay organized while helping others remain organized, is essential.

We are looking for someone enthusiastic, forward-thinking and self-motivated. The ideal candidate has a proven track record of successful time management, strong written and verbal communication skills and an interest in organizational efficiency.

As the master association for The Canyons Specially Planned Area (SPA), the CVMA performs functions similar to a municipal government for a four-season resort village:

- Manage assessments within SPA.
- Oversee infrastructure (roads, sidewalks, signage, lighting, landscaping and other common amenities).
- Review design plans for future development and improvements.
- Ensure compliance with guidelines, rules and regulations.
- Promote Canyons Village through Marketing and Events.
- Coordinate with internal stakeholders such as Park City Mountain, hotels, retail partners, land owners and external stakeholder such as Summit County, Planning Commission, County Council, Park City Municipal and community organizations.

The Office Manager plays an integral role in the overall coordination of the above functions.

PRINCIPAL DUTIES AND RESPONSIBILITIES
- Receptionist duties (greet guests, answer and transfer calls, take messages, etc.).
- Receive and distribute mail and deliveries.
- Provide administrative support to the Executive Director, Director of Marketing and Events and Manager of Planning and Operations.
- Assist with planning and scheduling meetings, conference calls and coordinating meals on occasion.
- Maintain tidy, safe and professional workspaces in common areas and conference rooms.
- Manage billing, collections, payment processing and expense reports.
- Assist with annual financial audit.
- Assist in management of CVMA website.
- Record and maintain board meeting minutes and other CVMA documents.
- Order and deliver office supplies, snacks and miscellaneous items to support office activities.
- Work with vendors to procure various items for resort operations.
- Coordinate and/or manage CVMA initiatives.
- Assist with orientation and onboarding of new employees.
OTHER DUTIES
• Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

QUALIFICATIONS
• 3 to 5 years working in a professional environment, preferably as an Office Manager or in an Administrative or Executive Assistant role.
• Strong Clerical Skills. Proficiency in Microsoft Suite, Outlook and basic office equipment.
• Comfortable with and able to use Windows Operating System.
• Excellent interpersonal skills and written/verbal communication.
• Excellent organizational and time management skills with the ability to multi-task and prioritize work.
• Flexible and adaptable to changing priorities.
• Able to work independently with minimal supervision.
• Must have a valid driver’s license and reliable transportation.

PREFERENCES
• Basic accounting knowledge.
• WordPress.
• Experience working with Homeowner Associations, Real Estate, Construction or Development.

WORK ENVIRONMENT
• This job operates in a professional office environment, offsite venues and outside areas in various conditions. Occasional evening, weekend and holiday hours are required.

SALARY
• Dependent on experience.

BENEFITS
• Full-time, year-round position.
• Competitive benefits package, including medical, dental, vision, life and AD&D insurance, paid time off as well as ski and golf passes.

TO APPLY
• Please email ksandi@canyonsvma.com with cover letter, resume and salary history.