



# MOD Administrative Associate JOB POSTING

**POSTING DATE:** February 4, 2025

**REPORTS TO:** MOD Administrative Manager

The MOD Administrative Associate is the position that the MOD departments rely on for periodic administrative support or special assistance with projects to be performed.

Being flexible, quick-learning, and available to various stakeholders are the qualities that make the MOD Administrative Associate an indispensable team member to all MOD Teams. This is a Full-time (40 hrs/wk), benefits eligible position.

## **Duties and Responsibilities:**

- Assist the Alteration and Resale Department and the Mutuals' Board Office with special projects and overflow administrative work. Typical tasks include filing, copying, assembling mailers, database maintenance, creation of documents in the Microsoft suite of products, communications with residents and other stakeholders, process payments, process resale files and alteration applications.
- Assist the Landscape department with special projects and overflow administrative work. Typical tasks include filing, copying, assembling mailers, database maintenance, creation of documents in the Microsoft suite of products, communications with residents and other stakeholders.
- Assist Accounting, Building Maintenance, and Work Order Desk, with special projects and overflow administrative work. Typical tasks include filing, copying, assembling mailers, database maintenance, creation of documents in the Microsoft suite of products, communications with residents and other stakeholders.
- Fill in for other Department positions as trained and as needed during absences.
- Complete other duties as assigned, falling within the purview of the manager.

## **Requirements:**

- HS diploma, GED, or equivalent, required
- AA/AS or some business school preferred
- Ability to type 45 WPM
- Minimum 2 years experience in an administrative position
- Competent in MS Office (Word, Excel, PowerPoint, Publisher, Outlook, Adobe)
- Ability to learn/use industry-specific software (NetSuite, Jenark, Alterations/Resales Databases, MiCollab Phone Systems)
- Strong Oral and Written English language communication skills, phone, email etiquette
- Experience working with a senior population highly desirable.
- Demonstrated excellence in customer service, time and priority management
- Demonstrated excellence in teamwork and collaboration

## **Additional Requirements:**

- Clean and valid California driver license and satisfactory driving record are conditions of initial and continued employment;
- Ability to meet the Dept. of Homeland Security requirements confirming identity and right to work in the United States is required;
- Offer is contingent upon satisfactorily passing a pre-employment background check and drug test;
- Previous employment must be verifiable.

**CONTACT:** To apply for this position, email your resume and cover letter to: [recruiting@rossmoor.com](mailto:recruiting@rossmoor.com) .

**THE GOLDEN RAIN FOUNDATION IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.**

Human Resources • 800 Rockview Drive • Walnut Creek, CA 94595 •