

## **OFFICE WORKER DESCRIPTION**

- Phones/Reservations/Emails
- Marketing/Special events
- Filing
- Reservations Update
- Tip Reporting
- Human Resource – Employee files, work comp., time sheets/paychecks
- Filing
- Update computer
- Enter customer information into computer
- Check website and make sure all info is current
- Keep policies/procedures up to date
- Brochure/flyer distribution
- Errands
- A/R, A/P
- Get mail
- Knowledge of Excel, Word and Quickbooks.
- Have strong customer service skills
- Ability to count change back
- Able to lift 25 lbs
- Knowledge of cash register usage
- Obtain knowledge of Resort information of all departments
- Have good phone answering skills
- Knowledge of reservation policies
- Knowledge of rental policies
- Able to help wait staff when needed
- Obtain / have First Aid CPR certification
- Obtain / have Oregon State Food Handlers certification
- Obtain / have OLCC
- Have knowledge of balancing till