

GUEST RELATIONS ADMINISTRATIVE ASSISTANT
Job Description

BASIC FUNCTION

The **Guest Relations Administrative Assistant** is responsible for all duties assigned by the Guest Relations Coordinator, as well as additional duties as needed.

REPORTING RELATIONSHIP

- Guest Relations Coordinator and Guest Relations Manager

PRIMARY SUPERVISORY RESPONSIBILITIES

- Non-Manager, no oversight or accountability for others, an individual contributor

PRIMARY DUTIES & RESPONSIBILITIES

- Prepare and e-mail all guest welcome letters for approximately 200 guests
- Prepare and e-mail itineraries for approximately 200 guests
- Field questions and concerns from individual guests
- Compile Guest Welcome packets
- Troubleshoot volunteer driver issues/ concerns
- Update guest files in Filemaker Pro database
- Other duties as assigned

DATES OF EMPLOYMENT

May 5 – June 8, 2014