

Job Title: Hospitality Administrative Assistant

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Job Summary:

We are seeking a highly organized and proactive Hospitality Administrative Assistant with strong computer and mobile phone skills to manage a wide range of administrative, operational, and guest-related tasks working with the Director of Hospitality for Bison View Lodge. This role is crucial for ensuring smooth property operations, efficient scheduling, effective communication, and exceptional guest experiences.

If you don't have excellent typing and computer skills, please do not apply.

Location: Work from home 85% or more. Our ideal candidate will be within 30 to 40 minutes of Bison View Lodge in Sautee Nacoochee, GA.

Compensation: \$15/hour to start, at least 20-25 hours per week. This is a part time position.

Requirements: A computer less than 5 years old ((Mac preferred) , mobile phone, fast and reliable internet. Experience with the following software: Google Sheets or Excel, Google Docs or MS Word, Gmail. We also use OwnerRez, Breezeway, & Wix Websites.

Core Responsibilities

Administrative & Operational Management:

- Manage and schedule upcoming property cleans for the next 60 days, including hospitality time clock entries, cleaning checklists, inspections, and additional team tasks such as quarterly deep cleans and inventory.
- Maintain and update the Google Calendar for all property cleans.
- Oversee monthly inventory schedules, update spreadsheets upon completion, and manage ordering based on inventory needs.
- Coordinate inventory pickups from various locations and delegate tasks with quantities and placement details.
- Schedule various tasks as needed, including providing ice for large retreat bookings, setting up and taking down wedding chairs, and arranging projector and screen setups.
- Manage and update gate codes for properties as required, including special events, and ensure contractors are updated.
- Review all completed cleaning tasks, address comments, add concerns to the tracking system, and assign maintenance tasks based on cleaning checklists.
- Ensure timely completion of hospitality time clocks, close out tasks, and distribute information to relevant personnel.
- Update the cleaners' payroll spreadsheet with clean dates, hours from time clocks, and pay rates.
- Manage and assign new linen tasks after cleans are completed and track stained linen.
- Monitor and update review sheets for new property reviews.
- Set access codes for guests on various property access applications.