



CANYON LAKE

PROPERTY OWNERS ASSOCIATION

31512 Railroad Canyon Road • Canyon Lake • CA • 92587

(951) 244-6841 www.canyonlakepoa.com

JOB OPENING ANNOUNCEMENT

MEMBER SERVICES CLERK

The Canyon Lake Property Owners Association (CLPOA) is currently accepting applications to fill 2 seasonal/part-time positions (approximately 20-25 hours per week) in the Member Services Department. The ideal candidate should have experience working in an office environment but not required.

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|--------------------------------|---------------------------------------------------------|
| Classification Type: | Part-time, Seasonal |
| Starting Pay Rate: | \$ 11.00 per hour. Approximately 20 - 25 hours per week |
| Benefits: | Not Applicable |
| Accepting applications: | Now until vacancy filled |

Brief Job Description and Responsibilities

Under the supervision of the Director of Member Services, this position is responsible for performing diversified clerical services for the Member Services Department, handling a variety of tasks from routine clerical support to assisting members and their guests; Responsible for answering and directing incoming calls to assisting members at the counter. Other duties as assigned.

Requirements

The Member Services Clerk must possess the following attributes:

Education:

High School Diploma or possession of a GED certificate from a recognized agency

Other:

- Must be able to work in a team atmosphere
- Basic office and administrative skills
- Computer and data entry skills
- Excellent verbal and written communication skills
- Pleasant phone etiquette
- Accuracy, confidentiality and attention to detail are essential
- Must be available to work during weekends and holidays

How to Apply

1. Job application
 - An employment application can be picked up in the Human Resources Department
 - or downloaded via www.canyonlakepoa.com under Document Center/ Forms/ Employment Application
2. Personal resume and cover letter

All applications and resumes shall be submitted to the Human Resources Department as soon as possible. Applications and resumes can also be emailed to abohnert@canyonlakepoa.com or fax to (951) 246-1770. For more information, contact the Human Resources Department at (951) 244-6841, ext. 218.