



Lake Wildwood Association. Inc
115 Lake Wildwood Dr.
office@lakewildwoodmacon.org
478-474-8895

Job Title: Part-Time Office Assistant

Location: Lake Wildwood Association, Inc. Macon, GA

Job Type: Part-Time

Schedule: Monday – Thursday |

Hourly Rate: \$13.00

Position Overview:

Lake Wildwood Association is seeking a professional, reliable, and customer-focused Part-Time Office Assistant to support the daily operations of our community association office. The ideal candidate demonstrates a high level of integrity, strong interpersonal skills, and a commitment to providing excellent service to homeowners, guests and vendors.

Key Responsibilities:

- Serve as the first point of contact for residents by phone, email, and in person, offering prompt, courteous assistance
- Process resident requests, including amenity access cards, vehicle decals, and account inquiries
- Maintain accurate homeowner records and perform routine data entry
- Handle incoming mail and assist with preparing outgoing communications
- Provide general administrative support to office staff and board members as needed

Qualifications:

- High school diploma or equivalent required
- Prior administrative or office experience preferred, HOA or property management experience a plus
- Proficiency with Microsoft Office (Word, Excel, Outlook); ability to learn HOA software
- Strong interpersonal and communication skills
- Excellent organizational and multitasking abilities
- Friendly, courteous, and professional demeanor
- Ability to maintain confidentiality and handle sensitive information appropriately
- Organized, dependable, and able to work independently

Work Environment:

This is an on-site position located in the Lake Wildwood Association office. The candidate must be comfortable working independently and directly with homeowners in a small office setting.

To Apply:

Submit your resume and brief cover letter to manager@lakewildwoodmacon.org. Applications will be accepted until the position is filled.