

Part Time Office Manager - Year Round

Join our fun and collaborative team at Sea to Ski!

Sea to Ski Property Management is the premier property management company in Park City, Utah. We specialize in private, non-rental vacation homes and management of homeowner associations. With 20 years of experience as one of Park City's best property management teams, we're committed to intentional growth, team development, and community building. This is a dynamic, fast paced and fun work environment.

We are seeking a part time, year round Office Manager to assist with the administrative duties and general oversight of office operations.

Essential Business Functions:

- Support administrative duties in the office and ensure that the office is operating smoothly.
- Pick up mail, sort and electronically deposit checks and scan invoices to the appropriate HOA banks and accounts.
- Receive and sort incoming packages and deliveries, and manage outgoing mail.
- Manage office supplies inventory, restock and place orders as necessary.
- Keep entry and common areas tidy in between bi-weekly cleanings, schedule regular maintenance, as needed.
- Assist with moving and folding laundry as needed, during peak season.
- Work on assigned projects as requested.
- Provide other administrative support as necessary, including maintaining calendars, research, and creating reports.
- Answer the door, greet and assist visitors to the office.
- Answer phones and transfer calls to the appropriate person.
- Identify opportunities for office process improvements.

Qualifications:

- Strong written and verbal communication skills
- Ability interact and work positively and effectively with homeowners, vendors and teams at all levels
- General technical competence including comfort using Google Workspace, basic Excel
- Ability to manage multiple tasks simultaneously, establish priorities, and meet deadlines
- Exceptional organizational skills
- Ability to function efficiently in a fast-paced, demanding environment

Hours:

M-F approximately 10-2, some flexibility in days and hours.

We are looking for team members who are passionate about their work and the community around them, who make it their mission to ensure our clients receive the best possible service and who bring a sense of self and fun to all they do. Come join our team. Sea to Ski – We Treat Your Home Like Our Own

Sea to Ski Property Management is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, protected veteran status or any other status protected by applicable law.