



2026 Update to Office Administrator Job Description for Wedgefield Plantation Association

As the Office Administrator, you'll be the first point of contact for WPA residents and a key part of our team. You'll be responsible for managing day-to-day operations, providing exceptional support to our board members, and ensuring our community runs efficiently.

Responsibilities:

- **Resident Communication:** Serve as the primary point of contact for all resident inquiries via phone, email, and in-person visits. Provide timely and helpful information regarding WPA policies, events, and community-related issues.
- **Administrative Support:** Manage all general office tasks, including answering phones, sorting mail, scheduling meetings for the board and committees and maintaining accurate records.
- **Financial Administration:** Assist with basic bookkeeping tasks, such as processing invoices, tracking payments, and preparing deposits. Work closely with our accounting firm to ensure accurate financial records. Assist the Treasurer in preparing monthly reports.
- **Records Management:** Maintain and organize all WPA documents, including resident files, contracts, board emails and meeting minutes, both in hard-copy and posted online/ digital. This includes the security camera DVR and retention of video evidence of any incidents.
- **Vendor and Contractor Coordination:** Schedule and communicate with vendors and contractors for maintenance and repairs, ensuring services are completed as requested.
- **Meeting Support:** Prepare meeting packets and materials for board and committee meetings. Attend meetings as needed to take detailed and accurate minutes. Run live stream and recording devices and applications.
- **Website and Social Media Management:** Assist Communications with updates to the WPA website and social media channels with important announcements, events, and community news. Post to electronic bulletin board