



n e w p a r k r e s o r t  
HOTEL & CONFERENCE CENTER



**Title** Executive Assistant  
**Location** Park City, Utah  
**Schedule** Full-time or Part-time, Year Round

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### Position Description

Provide a variety of complex administrative support duties to the General Manager and associated departments by providing executive level administrative/secretarial support.

- Maintain calendar(s) and organize and schedule meetings.
- Screen calls, take messages, respond to inquiries and requests for information as directed.
- Maintain General Manager files and information flow, including email, mail, etc.
- Receive VIPs, owners, visitors and guests; answer questions and concerns; and follow through to resolution or refer to the appropriate department manager.
- Research, filing, document preparation, formatting and proofreading a wide variety of documentation including correspondence, memos, statistical charts, board reports, newsletters, website content, etc.
- Understand and apply applicable policies and procedures, laws, regulations, and rules
- Operate and maintain office equipment including copiers, fax, scanners and computers.
- Work with vendors and service providers to keep office systems functioning smoothly at all times
- Manage office consumables including office supplies, postage system, printer and copier supplies, stationary, etc.
- Maintain telephone system (programming, maintenance, repair, training)
- Develop and maintain knowledge of market trends, competition and customers.
- Other duties may be necessary and may be assigned by the General Manager.
- Due to the cyclical nature of the hospitality industry, employees may be required to work varying schedules to reflect the business needs of the Company, including evening, nights and weekends. In addition, attendance at all scheduled training sessions and meetings is required.
- Upon employment, all employees are required to fully comply with Newpark Resort and Hotel rules and regulations for the safe and effective operation of the facilities. Employees who violate Company rules and regulations will be subject to disciplinary action, up to and including termination of employment.

### Qualifications

The individual must possess the following knowledge, skills and abilities and be able to demonstrate that he or she can perform the essential functions of the position:

- **MAINTAINING CONFIDENTIALITY AND EXERCISING DISCRETION IS ESSENTIAL.**
- **Excellent Communications Skills, both written and verbal, are essential.** Must be able to speak, read, write and understand all languages applicable to the job.
- **Ability to solve problems and deal with a variety of options in varying situations.** The environment is dynamic and always changing. The ability to cope and thrive in a changing environment is essential.
- **Must be positive and enthusiastic.** Grumpy, despondent, and/or ill- or short-tempered people need not apply.
- Must possess the ability to work as part of a team and be able to work well with others.
- Must possess moderate to advanced computer skills, including, but not limited to knowledge of: Microsoft Office Applications such as Outlook, Word and Excel.
- Must have the ability to follow direction and a willingness to learn.



## Physical Demands

There are physical demands that may vary from day to day or task to task including, but not limited to:

- Must be able to sit at a desk for up to 4-hours per day; and/or be on your feet for up to 6-hours per day walking; standing; bending; stooping; squatting; stretching; grasping; lifting; carrying; pushing and operating equipment.
- Must be able to stand and exert well-paced mobility for up to 4 hours in length.
- Must be able to lift up to 50 lbs. on a regular and continuing basis; and must be able to lift up to 80 lbs. occasionally.
- Must be able to push/pull carts and equipment weighing up to 250 lbs. on a regular and continuing basis.
- Must be able to exert well-paced ability in limited space.
- Must be able to exert well-paced ability to reach different locations of the project on a timely basis.
- Requires listening and hearing ability and visual acuity. Vision occurs continuously with the most common visual functions being those of near vision and depth perception. Talking and hearing occur continuously in the process of communicating with guests and other employees.
- Requires manual dexterity to use and operate all necessary equipment.

*This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.*

## Education and Certificates

High school or equivalent education required, Bachelor's Degree preferred. No licenses or Certifications applicable.

## Experience

Must possess sufficient relevant experience to perform the tasks assigned. Prefer at least two years of related experience.

## Grooming

All employees must maintain a neat, clean and well-groomed appearance per Newpark Resort & Hotel standards.

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## To Apply

For immediate consideration, please forward your resume and references (indicating desired position) to:

EMAIL: [jobs@newparkresort.com](mailto:jobs@newparkresort.com)

FAX: (435) 615-7767

MAIL: Newpark Resort & Hotel

ATTN: Human Resources

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