

**Ocean Ridge - Edisto Island
Community Administrator**

Community Management - Administrative Support – Ocean Ridge MPOA

- Greet and assist Association visitors
- Answers incoming telephone calls
- Administrative support to board and committee members
- Maintain property owner listings
- Issue/process gate access documentation
- Receive payments
- Code Payables invoices

Please send your resume to steve@sw-community.com or mail to:

SW Community, LLC
PO Box 700
Edisto Island, SC 29438