

Administrative Specialist

Bent Tree is a vibrant private gated community located in the North Georgia mountains of Pickens County. The full-service community offers an 18-hole championship golf course; Lake Tamarack featuring kayaking, fishing, and beach; a tennis/pickleball center, The Tavern and Club Tamarack restaurants; outdoor aquatics; and an equestrian center.



We are looking for a dynamic Administrative Specialist to greet customers, answer phones, and provide cheerful customer service. In addition to your customer service role, you will be performing light office and accounting work. Bent Tree offers a pleasant and relaxed work environment with opportunities for growth and advancement.

The position is 40 hours per week and will offer a market competitive wage depending on experience and qualifications, benefits package featuring medical/dental/vision, 401k retirement plan, 11 paid holidays, and vacation/sick leave.

Interested applicants should submit an authentic Cover Letter introducing yourself and addressing why you would be a great fit for the responsibilities of this position, along with a Resume and Earnings History to Melissa Leach, Director of Finance by email mleach@bent-tree.com or mail 40 Little Pine Mountain Road #20202, Jasper, GA 30143. Review of applications will begin on March 26 and the position will remain open until filled.