



Admin Assistant & Employee On-Boarding Coordinator

Location: Stone Creek Club & Spa – Covington, LA

Reports To: General Manager & Business Office Director

About Stone Creek Club & Spa

Stone Creek Club & Spa is the Northshore's premier sports resort, offering an unmatched destination for fitness, aquatics, tennis, spa, social experiences, and everyday wellness. Our mission is to provide an unsurpassed athletic, fitness, social, and relaxation experience for our members every day.

We are looking for a highly organized, proactive, and people-focused Administrative Assistant & Employee Onboarding Coordinator to support club operations, employee onboarding, internal communication, and special projects.

Position Overview

The Administrative Assistant & Employee Onboarding Coordinator plays an important role in supporting the General Manager, Business Office Director, department leaders, and Stone Creek's team members. This position requires strong organizational skills, attention to detail, professionalism, and the ability to manage multiple priorities in a fast-paced club environment.

This role is ideal for someone who enjoys helping people, keeping operations organized, supporting team culture, and contributing to a positive experience for employees and members.

Key Responsibilities

Employee Onboarding & Team Support

- Coordinate new hire onboarding, paperwork, orientation, meet-and-greets, and internal communication.
- Assist with employee hospitality training, service initiatives, and team development efforts.
- Support employee recognition programs, staff appreciation initiatives, and workplace culture efforts.

Administrative & Executive Support

- Provide administrative and coordination support to the General Manager, Business Office Director, and department leaders.
- Assist with follow-up, scheduling, communication, special projects, and day-to-day operational needs.

- Organize and maintain club files, records, archives, policies, procedures, protocols, and staff directives.
- Manage mail, packages, courier duties, errands, club supply orders, equipment purchases, and related logistics.
- Support departmental administrative tasks and provide backup assistance as needed.
- Assist with basic IT troubleshooting and staff support.

Events, Community & Club Operations

- Assist with the planning, coordination, setup, execution, and follow-up of club events.
- Support charitable initiatives, community outreach, athletic events, health fairs, and corporate outreach opportunities.
- Handle correspondence, thank-you notes, and follow-ups with members, vendors, partners, and community contacts.
- Provide Manager on Duty coverage and evening/weekend event support as needed.

Schedule

This is a full-time, on-site position.

This position also requires approximately 3–4 evenings/nights and 2–3 weekend days per month to support club events and operational needs.

Qualifications

- Strong organizational and multitasking skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office, including Word, Excel, and Outlook.
- High level of confidentiality, discretion, and professionalism.
- Ability to work independently and collaboratively with multiple departments.
- Proactive, team-oriented mindset with a willingness to jump in where needed.
- Previous administrative, office, hospitality, or operations experience preferred.
- Basic comfort with technology and troubleshooting preferred.

Ideal Candidate

The ideal candidate is dependable, detail-oriented, friendly, and solutions-focused. They take initiative, communicate clearly, enjoy supporting others, and are comfortable balancing administrative work with people-facing responsibilities. This person should be excited to contribute

to a positive workplace culture and help Stone Creek continue delivering an exceptional experience for both employees and members.