



Seattle Jobs Initiative (SJI) is a non-profit organization that creates opportunities for people to support themselves and their families through living wage careers. All of our work is designed to eliminate barriers to good paying, long-term work. We creatively align support services – including housing, childcare, transportation and counseling – with job skills training and job placement assistance.

We currently have a position available for a full-time Administrative Assistant. Under the direct supervision of the Deputy Director, Operations, this position provides administrative support for the consulting team. The ideal candidate will be responsible for professional administrative support requiring technical proficiency and the ability to anticipate needs. The Administrative Assistant will juggle multiple priorities successfully including a variety of associated administrative, fiscal, staff support and planning activities.

DUTIES AND RESPONSIBILITIES:

- Provide administrative support to the Consulting team including: phone calls, managing calendars, correspondence, special projects, coordination of training, workshops, and project management
- Answers telephones and directs the caller to the appropriate person.
- Provide support for supplemental calls, weekly calls, and other calls as needed
- Greets and directs visitors.
- Takes and retrieves messages for various personnel.
- Provides callers with information such as organization address, directions to the organization location, organization fax numbers, organization website and other related information.
- Monthly coordinates and completes reports as determined and assigned.
- Receives, sorts and delivers incoming mail. Maintains and routes publications.
- Coordinates the pick-up and delivery of express mail services (FedEx, UPS, etc.)
- Assists in the ordering, receiving, stocking and distribution of office supplies.
- Assists with other related clerical duties such as photocopying, faxing, filing and collating.
- Provide office administrative support for meeting scheduling and other projects as assigned.
- Provides coverage for the Operations team as needed.
- Responsible for demonstrating cultural competency and sensitivity to the needs of adults with multiple challenges.
- Other duties, as assigned.

QUALIFICATIONS AND EXPERIENCE:

- AA degree required, BS degree preferred, or equivalent education and experience.
- 1-3 years of administrative experience.
- Strong organization skills, ability to prioritize to meet deadlines and to work on multiple projects simultaneously.
- Outstanding interpersonal skills.
- Excellent written communications skills; ability to proofread others' work; strong oral communication skills on the telephone and in-person.
- Professional demeanor and strong internal and external customer service orientation.
- Dependable, punctual and courteous. Regular and timely attendance required.
- Ability to work Monday through Friday from 8 AM until 5 PM.
- Ability to exercise discretion and maintain confidentiality.
- Ability to establish and maintain efficient workflows. Demonstrated initiative, proactively seeks new tasks and recognizes what needs to be done.
- Intermediate skill level with MS Office required
- Must have valid driver's license, reliable vehicle for travel within the Puget Sound area, and proof of required insurance.
- Reliable transportation, valid driver's license and proof of required insurance required for some national and local travel.
- Ability to lift up to 30 lbs., regularly sit for long periods of time, frequent hearing and talking required. Regular reaching with hands and fingers; frequent keyboarding.

SALARY/BENEFITS:

The salary range for this position is \$33,785 to \$44,260. We offer a generous PTO package; paid holidays; medical, dental, vision, life, short-term and long-term disability insurance, and a 401(k) plan with an organization match.

TO APPLY, PLEASE CONTACT:

Please e-mail your resume and cover letter to: kmichelclark@seattlejobsinit.com by April 6, 2017 .

Seattle Jobs Initiative is an Equal Opportunity Employer
