



NOW HIRING ADMINISTRATIVE ASSISTANT

Partl-Time, Non-Exempt ~ Location: Seattle, WA

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 well-paid, long-term work. We creatively align support services — like housing, childcare, transportation and counseling – with job skills training and job placement assistance.

As the Administrative Assistant, what will you do?

Under the direct supervision of the Deputy Director of Operations this position provides general office support with a variety of clerical activities and related tasks. The Administrative Assistant will be responsible for answering incoming calls, directing calls to appropriate associates, greeting guests, and other clerical duties as assigned.

What qualifications and experience will our *Administrative Assistant* bring to SJI?

- **VALUES:** A commitment to fulfilling our mission and exhibiting a high level of professional behavior in all aspects of their work. This includes our expected staff values: Excellent communication, professional and gracious behavior, collaboration, respect, and leadership behavior.
- **EDUCATION AND EXPERIENCE:**
 - Associates Degree, Bachelor's Degree preferred. 1-3 years of administrative experience. Intermediate skill level with MS Office required. Will consider equivalent combination of education and experience.
- **OTHER QUALIFICATIONS:**
 - Manage office functions, including, but not limited to; office open and closing functions, receives, sorts, distributes and delivers incoming mail, overseeing maintenance of office equipment, updating conference room schedules, daily, and answering, directing or taking messages for personnel telephone calls.
 - Provide overall office administrative support.
 - Outstanding interpersonal skills.
 - Strong organization skills, ability to prioritize to meet deadlines and work on multiple projects simultaneously.
 - Excellent written communication skills; ability to proofread others' work; strong oral communication skills on the telephone and in-person that include effective interaction with people at all levels of the organization.
 - Professional demeanor and strong internal and external customer service orientation.
 - Ability to exercise discretion and maintain confidentiality.
 - Ability to establish and maintain efficient workflows.
 - Demonstrates initiative: proactively seeks new tasks and recognizes what needs to be done.
 - Reliable transportation, valid driver's license and proof of required insurance for some local travel.
 - Dependable, punctual and courteous. Regular and timely attendance.

COMPENSATION & BENEFITS: Hire-in hour pay range \$17 to \$22, company paid employee medical, dental, vision, short and long term disability, life insurance, health and dependent care flexible spending accounts, company partially subsidized parking and/or transit, PTO (Paid time off), personal holidays, and 401(k) with SJI match.

SEND YOUR RESUME AND COVER LETTER TO JOBS@SEATTLEJOBSINIT.COM