

NOTICE OF POSITION OPENING

JOB TITLE:	SENIOR ADMINISTRATIVE ASSISTANT
REPORTS TO:	DIRECTOR OF FINANCE AND ADMINISTRATIVE SERVICES
JOB LOCATION:	TUMWATER, WA
POSITION TYPE:	Regular Full Time
RECRUITMENT TYPE:	EXTERNAL
SALARY RANGE:	\$3,625 - \$4,821 <i>plus competitive benefits package</i>
OPENING DATE:	DECEMBER 5, 2018
CLOSING DATE:	OPEN UNTIL FILLED – FIRST SCREENING DATE DECEMBER 17 TH

APPLICATION INSTRUCTIONS:

Please submit a **letter of interest, a current resume and answer to the supplemental question** to recruitments@pacmtn.org. This position is open until filled but candidates are encourage to apply before the first screening date of 5:00pm December 17, 2018. Any questions regarding this announcement should be directed to the same email address provided above. For complete position details go to www.pacmtn.org

SUPPLEMENTAL QUESTION:

Please describe the most important aspects of supporting executive level staff- including a Board of Directors. Please provide an example of your experience coordinating a large volume of activities in an office environment.

POSITION SUMMARY:

This Senior Administrative Assistant role is ideal for anyone that is highly organized with strong time management skills. Must be able to handle a variety of tasks and responsibilities professionally and efficiently. Takes initiative to learn, grow, and adapt to the needs of the position and organization.

The Senior AA will have the ability to explain and interpret complex information; work independently and without specific instruction; and regularly exercise independent judgment when making decisions regarding matters related to the program areas in their responsibility. Under direction of the executive staff, they lead and complete activities related to the operations of the WDC Board of Directors and management of front office, including reception. In carrying out duties, the Senior AA position interfaces with senior executives and support staff in other external partner operations. The work requires high level of independent thinking, experienced judgement, maturity and ability to manage complex, interrelated activities in a busy office environment.

MINIMUM QUALIFICATIONS:

Must have at least three years of experience that shows increased responsibilities and frontline leadership in coordinating activities within a complex office environment. Should have demonstrated abilities working with a Board of Directors and executive leadership. Must be able to demonstrate through education or experience the ability to support complex activities that involve comprehensive understanding and autonomy. Preferred qualifications include five years of office experience that shows high levels of responsibility, organization and support. Background in workforce development or other non-profit or government agencies would be helpful.

PacMtn is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay 711.