



TITLE: Administrative Assistant
IMMEDIATE SUPERVISOR: Training Coordinator
PROGRAM: Disability Services
LOCATION: Everett
DATE: February 2017

GENERAL FUNCTION: This position works closely with the DS Senior Director and Training Coordinator. The Administrative Assistant supports the processes in the Training Department by assisting with the administration of the day-to-day operations. This is an excellent opportunity to gain experience in all aspects of office administration and WA State training requirements for disability services.

PRINCIPLE ACTIVITIES: Administrative Assistant assists with:

- Maintaining employee files and the DS filing system
- Recordkeeping
- Tracking systems
- Employee communication
- General clerical duties including filing, typing, faxing, photocopying, etc.
- Special projects and other duties as assigned

QUALIFICATIONS:

- Strong organizational skills and ability to multitask required
- Demonstrated high level of confidentiality
- Excellent communication/customer service skills
- Proficiency in MS Office including Excel
- Ability to work under pressure and deadlines
- Ability to follow directions
- Ability to work independently as well as in a team

PHYSICAL REQUIREMENTS:

- Works in office areas. May be subjected to interruptions throughout the workday.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job the employee is frequently required to sit, use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to lift up to 10 pounds. The vision requirement includes: close vision.

If you are interested, please submit a volunteer application at www.voaww.org or email your resume to recruiter@voaww.org.

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