



*"Building strong, healthy, self-sufficient families since 1992"*

**Website:** [www.fcss.org](http://www.fcss.org)

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Phone: (360) 754-9297 Fax: (360) 943-1139

**POSITION TITLE:** Administrative Assistant

**REPORTS TO:** Executive Director

**SALARY RANGE:** \$36,000-\$40,000 **DOE HOURS:** Full-time Exempt

### **REQUIRED SKILLS AND EXPERIENCE**

- Education: Associates degree. May substitute education for comparable work experience.
- Experience: A minimum of 1 year of experience working in an office environment
- Excellent communication, interpersonal skills, and customer service skills
- Ability to maintain accuracy, attention to detail, and strong organizational skills while managing multiple tasks.
- Technology: Computer literacy; Proficiency in the use of Microsoft office programs

### **PREFERED SKILLS AND EXPERIENCE**

- Self-motivated, detail-oriented, energetic, and highly organized.
- Team player with outstanding writing, editing, data entry, and proofreading skills.
- Ability to speak a second language fluently
- Experience working in a social service environment

### **LICENSES AND OTHER REQUIREMENTS**

- Ability to pass a comprehensive background check

### **PRIMARY RESPONSIBILITIES**

- Open the building at the beginning of the day. Ensure all common areas, offices, and conference rooms are safe, clean and ready for the public. Prepare coffee, set out snacks, turn on lights and open the blinds in each room.
- Close the building at the end of the day. Close and lock all interior doors, ensure exits are locked and secure, turn off all lights, ensure all confidential documents are put away and file cabinets are locked. Check to ensure all space heaters and appliances are turned off.
- Respond to tenant and staff needs. Issue building keys, name tags, business cards. Manage and schedule routine and emergent repair and maintenance activities.
- Manage building usage; Maintain the conference room calendars, coordinate needs (ie: keys, supplies etc.) for groups using the facilities after hours.
- Make photocopies, fax documents, and prepare mailings.
- Maintain files in an organized, complete, and audit ready order.
- Provide assistance and support to the administrative team
- Assist with preparations for presentations, events, staff and board meetings. Generate handouts, manage the scheduling of locations, ensure projector and laptop are set up and send reminder emails
- Ensure timesheets are submitted to the bookkeeper as scheduled.
- Coordinate regular times for check signing.
- Collect mail; enter receivables into Compass 360, stamp and code payables and submit to the bookkeeper.
- Run errands and perform miscellaneous job-related duties as assigned
- Order facility and office supplies
- Other duties as assigned