

Economic Alliance Snohomish County

JOB DESCRIPTION

JOB TITLE: Administrative Assistant (entry level)

EXEMPT: Yes **SALARY (based on FTE position):**
\$50,000 - \$60,000

PREPARED BY: T. Battuello **DATE:** 10/22/2021

APPROVED BY: **DATE:**

REPORTS TO: The Administrative Assistant requires general supervision from Vice President Economic Development involving assignments from ADO related departments.

SUPERVISES: None

ORGANIZATION OVERVIEW: For the last decade, Economic Alliance Snohomish County (EASC) has served the community as the State- and County-designated economic development authority. EASC is a nonprofit corporation committed to growing economic opportunities and creating good jobs by expanding partnerships, developing business resources, building the infrastructure systems creating local and regional employment centers, and amplifying a unified economic development voice for the Snohomish County community.

SUMMARY: Based on a work plan and under direction of the Vice President Economic Development a is responsible for administrative tasks and coordination related to business outreach and engagement.

QUALIFICATION REQUIREMENTS:

The ideal candidate is highly self-motivated, professional, and capable of managing workload and prioritizing tasks in a fast-paced environment. To perform this job successfully, the candidate will operate in a performance-based culture focused on metric-driven outcomes and be able to perform each duty satisfactorily.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide a full range of administrative support including but not limited to:

- Manage calendar as requested, handle mail, scheduling meetings/telephone conferences, and compiling associated documents and presentation materials, taking meeting note, as directed.
- Supporting the Business Retention and Expansion program by organizing meetings, performing online research.
- Create/maintain reports and analysis spreadsheets as directed.
- Input data into EASC's Customer Relationship Management system (Dynamics 365) and the State CAI software for tracking BRE and maintain paper and digital records.
- Drafting correspondence, reports and other documents from notes or at direction of supervisor, as requested.
- Making domestic and international travel arrangements, developing itineraries.
- Developing expense reports for travel expense as assigned.
- Monitoring contract and project budgets for activity and accuracy.
- Organizing, filing, and maintaining department files and project files, as directed.
- Serving as receptionist when needed.
- Other duties as assigned which fit within the skill level of this position.

SKILLS AND KNOWLEDGE:

The requirements listed below represent the necessary experience, skills, and/or abilities.

- Ability to read the English language and comprehend/apply complex instructions and to write and edit complex correspondence and communicate effectively with customers and coworkers.
- Mathematical skills sufficient to complete basic calculations to compute rates, ratios, and percentages.
- Proficiency in computer skill sufficient to produce correspondence, reports, presentations, and spreadsheets using Microsoft Office Excel Word and Power Point.
- Ability to collaborate with diverse stakeholders
- Proficiency in moving tasks through to completion with accuracy and minimal supervision.
- Professional conduct with strong customer service interpersonal and analytical skills

Reasonable accommodations may be made to accommodate individuals with disabilities to perform essential functions.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or equivalent
- Three (3) years progressively responsible experience in the administrative support of a medium-size business.
- Working knowledge of Microsoft Office software products
- A valid driver's license and insurability for auto insurance

ENVIRONMENT:

Normal business office conditions generally prevail. The noise level is usually low to moderate. Employee will be working in a cubicle, enclosed office, or open area. The position will temporarily be working remotely, with ability to come to the office as needed. Duties shall include observing all organization health, safety, and environmental rules, ensuring that employees are provided with full information on area-specific safety issues, all unique hazards are identified, and employees are provided with the proper equipment to carry out their job in a safe manner. While performing the responsibilities of the position, the employee is generally required to meet the following physical demands: Strength: Exert up to 30 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Movement: Stooping, crouching, reaching, and bending body in a way that may use of the lower extremities and back muscles. Seizing, holding, grasping, turning, or otherwise working with hand or hands. Accurately and efficiently expressing or exchanging ideas by means of the spoken word and receiving detailed information through oral communication by perceiving the nature of sounds. Vision clarity with accommodation for using adjustment lens. Office in a climate-controlled facility providing reasonable comfort and security. Noise level is usually low. Some travel between work locations may be required. Valid driver's license, and insurability under an auto insurance plan.

EMPLOYER'S RIGHTS:

This job description is not a contract for employment. The job description is not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities, and qualifications required of employees assigned to this job. EASC reserves the right to revise the job description at any time.

Economic Alliance Snohomish County is an Equal Opportunity Employer