



**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*