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SOUTHWEST WASHINGTON

OFFICE ASSISTANT

Job Description

Position Overview:

The Workforce Southwest Washington (WSW) Office Assistant is responsible for providing overall administrative support to staff and visitors in the course of daily interactions and scheduled on-site meetings. Support includes full responsibility for telephone and front desk reception along with light office environmental maintenance, event and travel assistance, and overall office operational facilitation.

Essential Functions:

- Provide front door reception
- Answer telephones and direct to appropriate staff
- Daily office mail distribution
- Record and file upkeep
- Assistance with monthly office supply inventory and ordering
- Conduct light office maintenance
    - Weekly plant care
    - Office décor
    - Kitchen organization and supply ordering
- Act as facilities liaison with landlord for office maintenance and repairs
- Set up and assistance with in-office conferences and meetings, including A/V support
- Support for WSW events, including registration and attendance
- Meeting document preparation and interface with program staff
- Basic IT support for staff
- Routine office copy machine upkeep
- Staff travel arrangements and conference registrations
- Other duties as assigned

Knowledge and Skills:

- Three years' experience with professional office support
- Familiarity with MS Office applications and Windows 8 and/or 10 operating systems
- Demonstrable organization and time management skills
- Specific skills with basic office equipment, including copiers, postage machines, digital faxing
- Experience in event planning, meeting organization and scheduling, and electronic polling platforms
- Technical or Associate degree preferred

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Additional Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are in addition to the essential functions and required skills:

- Valid Driver's License
- Properly licensed and insured automobile, available for use during work hours.
- While performing this position, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance-stoop; kneel, crouch or crawl. The employee must regularly lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and an ability to focus.
- The employee is required to be present in the workplace on a regular and reliable basis. Normal work hours are M-F 8:00 am to 5:00 pm, however, occasional evening and/or weekend assignments may occur.

Work Environment:

Work is performed at the WSW office in Vancouver and as needed at various sites throughout the three-county region of Southwest Washington State. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This is a non-exempt position. Compensation range is $15.00-$18.00 per hour. Benefits are provided/available as outlined by policy, which may change from time to time as circumstances warrant.

Workforce Southwest Washington is committed to providing equal employment opportunity without regard to race, color, national origin, religion, sex, age, disability, marital status, political affiliation or belief, or other protected status.

How to Apply:

Apply through the WorkSource website at www.WorkSourceWA.com by submitting your resume and cover letter.

Go to www.worksourcewa.com and search for Job ID: 177427940 or Office Assistant WSW.

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