



*is seeking a qualified candidate to perform as an*  
**Administrative Assistant**

### **Position Overview**

The King Conservation District (KCD) has an opening for an Administrative Assistant. This role requires superior attention to detail, the ability to meet tight deadlines, great organizational skills, and the ability to handle multiple requests. The individual in this position must have demonstrated the ability to maintain confidentiality, display a professional demeanor, be able to adapt to competing demands, and to use sound judgment in an everchanging work environment while giving the utmost of customer service both internal and external. This individual must show an enthusiasm and high level of motivation, versatility and pride in the work required. The Administrative Assistant will report to the Chief Operating Officer.

### **Essential Job Duties**

The following list of duties is intended as an illustration of the various types of work performed. The omission of specific duties does not exclude them from the responsibilities of the position if the work is similar, related or a logical assignment to the position.

- Provide excellent customer service to all that walk through the front door- Front Desk.
- Receiving and directing calls and inquires related to KCD programs and services including information, education and technical assistance for farmers, landowners, and the general public on natural resource management practices, and soil health as well as general requests and daily voicemail maintenance.
- Process soil intake, including database management, boxing and managing results.
- Responsible for the daily mail collection and dissemination both in and out.
- Coordinates facility service requests with building janitorial.
- Responsible for daily office organization and daily walk-throughs/ wipe down of conference room and stocking / replenishing kitchen supplies.
- Quarterly postage meter replenishment and daily mailings.
- Responsible for triaging and managing phone system and issues.
- Responsible for front desk SOP manual and updates.
- Responsible for signing out vehicles and collecting gas receipts.
- Responsible for the daily administration of the public KCD email box – filtering, answering and disseminating emails to the appropriate person or department.

- Responsible for administration of the jobs email box including organization of incoming resumes and cover letter per programmatic needs
- Maintenance coordination, accident logs and filings.
- Assist C.O.O. with running the vehicle committee, including task and meeting coordination.
- Monthly Costco supply run and providing snacks and lunches for various weekly on-site meetings as needed.
- Prepare agendas, meeting packets, files, labels & binders for distribution internal /external.
- Maintain office supply inventory and place orders online as requested, in a cost-effective manner.
- Assist with HR activities such as new hire setup, employee exit procedures, mailings, and paperwork.
- Daily /weekly conference room calendaring coordination and signage.
- Establishes and maintains filing system for office maintenance records, files and documentation.
- Works with Executive Director to set staff meeting agenda and takes organized and detailed staff meeting minutes for approval & dissemination.
- Performs complex word processing such as creating/drafting correspondence, memos, and business documents in rough draft, under verbal instructions or independently.
- Perform a wide variety of administrative support, both routine and non-routine as assigned, while providing assistance for various projects & programs.
- Work with and assist the C.O.O and a variety of administrative tasks and projects as needed.
- Will require the ability to lift up to 20lbs, stretching, reaching, standing and long term sitting.
- Must work effectively with co-workers, customers and others by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress, timetables and issues; addressing problems and issues constructively to find mutually acceptable and practical business solutions; addressing others respectfully and respecting the mission and values of KCD in actions, words and deed.

### **Required Qualifications**

- Associates degree (A. A) or equivalent from two-year college or technical school preferred; Will consider 4 or more years related experience and/or training; or equivalent combination of education and experience.
- Minimum (4) years administrative experience prior, concierge, or hospitality or heavy customer service.
- Proficiency in the complete Microsoft Office suite is required.
- Must be adept with standard office equipment and all current communication technologies including computers, Internet, e-mail, general office software and mobile phones.
- Ability to work with distractions, interruptions and under pressure.
- Well organized, able to multi-task, have strong attention to detail and be effective at prioritization and proactive communications.

- Ability to communicate effectively and project a professional image when giving and taking information in writing, in person and over the phone.
- Self-starter, ability to work independently and exercise good judgment when responding to questions.
- A high level of motivation and professionalism combined with excellent customer service at all times is a must.
- Comfort level working at all levels of organization and with a diverse group of stakeholders and knowledge base.
- Positive attitude, capacity to learn quickly and learn from mistakes.
- Ability to act independently and decisively with urgency in the face of internal and external change and crisis.
- Valid Washington State Drivers License and ability to run errands and pick up items as necessary

### **Hours/ Schedule Required**

This is a fulltime position. Individual must be able to maintain onsite office hours of 8:00 am to 5:00 pm with an hour lunch break M-F and be able to operate a KCD vehicle for errands and meeting preparation.

### **Annual Salary**

\$40,000 - \$45,000 per year DOE

### **Benefits**

The District offers a comprehensive benefits package which includes paid leave (vacation, holiday, and sick), medical, dental, a nominal life insurance policy with the option to increase coverage at employee's expense, access to long term disability coverage at the employee's expense, and participation in the State of Washington's Retirement System (PERS).

### **To Apply**

Submit a resume and a letter of interest outlining your job skills and qualifications for this position to [jobs@kingcd.org](mailto:jobs@kingcd.org) using the subject line *Administrative Assistant*.

The position is open until filled. First review of resumes will occur on 04.13.18

Qualified candidates will be contacted within 5 business days after the first review deadline.

To learn more about the King Conservation District, visit [www.kingcd.org](http://www.kingcd.org) .