

## **Administrative Assistant**

**Job type:** Full-time

**Location:** Seattle, WA

As our organization continues to grow, it is important that we add an administrative assistant to our team who is able to provide quality support reliably and consistently. The ideal candidate will be able to maintain a sense of order and focus in a fast-paced environment.

Foundry10 is an educational research organization located in the Wallingford neighborhood in Seattle. We are a dynamic organization with a variety of programs and partnerships designed to serve students in pursuing their passions and expand the concept of learning. Foundry10 offers competitive salaries, benefits, and vacation time.

### **Main Responsibilities:**

- Carry out all general office administration including reception, mail, filing and supply ordering.
- Schedule and book necessary appointments, catering and travel.
- Data entry as needed and related to research studies.
- Provide support to CEO and management.
- Pay invoices and maintain ledger.
- Maintain accurate personnel files.
- Field inquiries from outside organizations and interested parties.

### **Qualifications/Experience:**

At least 2 years experience in a similar role.

### **Skills:**

- Basic knowledge of Quickbooks or other accounting software
- Microsoft suite
- G Suite
- Strong attention to detail
- Ability to manage and track several deadlines at once.
- Ability to work self sufficiently and identify areas where processes could be improved.
- Excellent communication skills, both written and verbal.