



Job Announcement: Part Time Administrative Assistant

Triangle Associates, Inc. is looking for a talented, detail-oriented individual with skills in overall office administration, front office support, file and database management and document production. Your work at Triangle will offer the potential for professional growth and interesting, challenging work as part of our team.

Skills: We are seeking a professional, people and detail-oriented person with excellent communication skills, adept at using Microsoft Office software including Word, PowerPoint, Excel and Access. Documents created in Word or PowerPoint should be well designed and easy to read. Knowledge of Access databases will be helpful for this position, including creating and editing database forms, tables, and queries as well as creating and running customized reports. InDesign and BillQuick software experience will be a plus. Triangle highly values strong problem solving, customer service and teamwork skills. This includes demonstrating a sincere, positive attitude toward helping others and getting things done and developing positive working relationships with colleagues.

Additional skills and talents expected include:

- attention to detail with a high level of accuracy
- excellent organizational and scheduling abilities
- ability to take initiative and be a self-starter
- proficient at time management
- excellent customer service phone skills
- excellent grammar and spelling
- ability to lift up to 25 lbs.

In this administrative support role, your primary responsibilities will be to provide support to the Executive Secretary, Controller and Human Resources Manager. You will also provide support to our facilitation team and the education team, as needed. Your duties will involve a variety of tasks including, but not limited to:

Administrative Support

- Provides support for Executive Secretary including but not limited to office and phone coverage, deliveries, sorting the mail, greeting clients, travel arrangements, inventory, office space organizing, data entry, file archiving, creating/formatting documents, maintaining office phone lists and mailboxes, and any other needed assistance to staff working remotely.
- Coordinates reservations of the company's conference room meeting spaces.
- Maintains office common areas, conference rooms and supply rooms.
- Supports conference call set-up and troubleshooting phone connectivity issues.
- Responsible for ordering and maintaining office supplies and placing work orders.
- Responsible for updating monthly bill reports, organizing credit card bills and receipts and filing monthly project expenses and employee reimbursements.
- Provides support and editing expertise on proposals, reports and newsletters.



- Assists with coordinating meeting logistics included scheduling, location/space research and reservation, equipment needs, set-up/clean-up of meeting space, preparing handouts, table tents or other materials as needed.
- Creates, edits, formats and produces high quality documents and presentations.
- Assists with scheduling meetings and events including monthly birthday celebrations and weekly staff meeting topics.
- Coordinates mass mailings.
- Manages computer and AV equipment reservations.

Qualifications: Bachelor's Degree and experience in administrative support, executive assistance, database entry and manipulation, and document production. Experience may substitute for education requirement.

Hours: 24-32 hours per week

Compensation: \$18.00-\$20.00 per hour, based on experience

Benefits: Triangle offers a competitive benefits package that includes medical and vision coverage, optional dental coverage, commuter subsidies for transit, parking and/or bicycle transit, Health Reimbursement Arrangement (HRA), and a 401K retirement plan.

Company description:

Triangle Associates was founded in 1979 to serve public agencies and private groups that need assistance in developing public involvement and education programs and in resolving complex policy and planning issues. We offer skilled and creative expertise in facilitation, mediation, public involvement, and environmental education.

To apply: Please send a cover letter and resume with the email subject line "Administrative Assistant" to Jessica Graham, Human Resources Manager employment@triangleassociates.com or fax to 206-382-0669. Triangle is an Equal Employment Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, sex, national origin, age, disability, gender identity, sexual orientation, or genetic information.