



Job Announcement: Administrative Assistant

Position Title: Administrative Assistant
Designation: Full-time
FLSA Status: Non-Exempt
Start Date: May 2022 or when filled
Salary Range: \$20.00-\$25.00 DOE.
Benefits: Triangle offers a competitive benefits package for full-time (60%-100% FTE) employees that includes medical and vision coverage, optional dental coverage, Health Reimbursement Arrangement (HRA), commuter subsidies for transit, parking and/or bicycle transit, professional development budget, and a 401k retirement plan.

DESCRIPTION

Triangle Associates, Inc. is looking for a professional and detail-oriented person with excellent communication skills, adept at using Microsoft Office 365 software including Word, PowerPoint, Excel, and SharePoint. Documents created in Word or PowerPoint should be well designed and easy to read. BillQuick, WordPress and InDesign 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. Your work at Triangle will offer the potential for professional growth and interesting, challenging work as part of our team.

Location and Covid-19 Considerations

We are looking for a full-time Administrative Assistant based in or near Seattle, WA to work at our downtown Seattle office to start and will move with the company to Seattle's Eastlake neighborhood as of August 1, 2022. Since March 2020, Triangle's Education and Facilitation employees have been working from home while our Administrative Team works a hybrid model of remote and onsite work. The Administrative Assistant position will work primarily onsite. Triangle has a Covid-19 Plan that follows the WA State Governor's Covid-19 guidelines. Triangle operates on an 8-5, Monday-Friday schedule and provides some flexibility for each employee's specific hours. This position is 40 hours a week.

RESPONSIBILITIES

- General admin support: office phone coverage, handling deliveries and mailings, sorting the mail, greeting clients, meeting set up and logistics, order and maintain adequate levels of office supplies, event planning, distribution and collation of new hire materials, data entry and tracking, file auditing, SharePoint file maintenance, updating website and social media sites with preapproved content, interview scheduling and logistical support, travel arrangements, inventory tracking of office equipment and software programs, office space organizing, file archiving, providing documents, create/format documents and News Posts, note taking and assistance to staff working remotely.
- Finance support: file A/P, distributing documents to staff, generate monthly expense reports and compiling of payroll packets and assist with processing.
- Marketing support: monitoring email accounts and websites for relevant RFPs/RFQs and marketing opportunities and maintaining company contact information on relevant websites.
- Attend weekly staff meetings, team meetings and regularly scheduled check-in meetings with designated supervisor.
- Maintain office common areas, conference rooms and supply rooms.
- Manage computer and AV equipment reservations and troubleshoot office equipment issues.

QUALIFICATIONS

- Bachelor's degree or equivalent combination of education and experience.
- Minimum 1 year experience in database entry and manipulation; document production; and/or executive assistance are preferred.
- Proficient in Microsoft Office 365 and SharePoint.
- Experience in (or willingness to learn) WordPress
- Demonstrate leadership and an interest and desire to grow professionally.
- Work independently, show creativity, and take initiative in a wide variety of situations.
- Work collaboratively and maintain a professional attitude with colleagues and clients.
- Flexible and accepting of a variety of assignments working with wide range of individuals with different communication styles.
- Detail-oriented and produces high quality work.
- Professional, organized, and adept at managing multiple priorities while maintaining a calm presence and a positive, friendly attitude.
- Maintain confidentiality of proprietary information and use discretion and professionalism with sensitive information.

PHYSICAL DEMANDS

To successfully perform the essential duties of this position, an individual must be able to sit at a desk or in meetings for 6 to 8 hours a day, and use office equipment, including phones and computer keyboards, for four or more hours per day. Individuals must be able to engage clients over the phone and in-person by voice. Regular attendance is an essential function of the job. Reasonable accommodations may be made to assist individuals with disabilities to perform essential job functions.

TRIANGLE ASSOCIATES BACKGROUND

Triangle Associates takes a two-pronged approach towards cultivating informed decisions on the use of natural resources and the impacts of the built environment. On one side of the company, we help public and private agencies provide environmental education services to ensure that future generations have the information they need to make sustainable environmental decisions. On the other, we provide neutral, third-party services to government, private and non-profit leaders to ensure inclusive participation, clear access to information, and durable decision-making for today's natural resource, transportation, and land-use decisions. Founded in 1979, Triangle has been integral in the cultivation of stronger, more durable environmental decisions on some of the most important issues of the last 40 years.

- Our vision is a sustainable planet with engaged communities and leaders.
- Our mission is to foster equitable and informed environmental decision-making.

Triangle is committed to creating a diverse, equitable, and inclusive workplace. This includes addressing institutional racism and other forms of prejudice. This work is ongoing and continually evolving to meet the needs of our staff, clients and the communities with which we work. We value and welcome a diverse array of experiences. We seek employees who think critically about their own cultural lens and are able to communicate effectively with people of different backgrounds and abilities. An ideal candidate will be committed to providing equitable engagement to our communities and clients.

APPLY

Please send a cover letter and resume to Human Resources Manager at employment@triangleassociates.com. Please include the position title in the subject line. Please highlight how your previous work experience and capabilities directly support the job responsibilities and your success at Triangle.

Triangle is an Equal Employment Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression. We strongly encourage and seek applications from individuals with a bilingual and/or bicultural background.