

## **Part-Time Administrative Assistant needed for growing company located in Snohomish!**

Are you looking for a flexible, part-time position in which you can be a valued member of the team?

Do you like a challenge, enjoy using your creative side, and have strong administrative skills?

Outlook Exterior Maintenance, a general contractor in the building maintenance industry is searching for a **Part-Time Administrative Assistant** to join the team to provide support in the office and to field employees. The ideal candidate will be able to work independently in a fast paced environment. Must be computer savvy. Outlook Exterior Maintenance is looking for an individual that is organized, detail oriented and has the desire to go the extra mile while focusing on quality, performance and integrity. The typical workday is **Monday through Friday from 9:30am to 2:30pm.**

### **The successful candidate will have:**

- Proficient computer skills including MS Word, Publisher, PowerPoint, Excel, Outlook, Internet and Google docs. Quickbooks experience is ideal.
- Excellent written and verbal communication skills.
- Ability to keep sensitive information highly confidential at all times.
- Strong and pleasant telephone interpersonal skills, and the ability to deal professionally with vendors, subcontractors and co-workers on the phone and in-person.
- Accuracy, attention to detail and the ability to proof one's own work as well as the work of others.
- Excellent organizational and time management skills, take initiative, use good judgement, demonstrate a strong sense of urgency and follow up and carry multiple projects through to completion.
- Work independently, prioritize work & ask for further clarification when necessary.
- Ability to work under pressure with tight time constraints, as well as deal with frequent interruptions, unresolved situations, frequent change, delays or unexpected events.
- Take initiative to pick-up, clean-up, sweep, etc. the office.

### **Key responsibilities include:**

- Screen and prioritize phone calls, e-mails, and Hangouts.
- Monitor field employee timesheets and ensure accurately completed.
- Assist with the hiring workflow including screening candidates and conducting phone interviews.
- Provide exceptional customer service by answering questions, following up and providing timely responses to all inquiries.
- Request and receive clearance for all customer security protocols.
- Create marketing material for specific business services offered.
- Manage job board and monitor when jobs are complete for invoicing.
- Provide back-up scheduling for various members of office staff.
- Ensure office is clean, stocked and organized. Run errands as needed.

### **Who is Outlook Exterior Maintenance?**

Outlook Exterior Maintenance has specialized in difficult to clean buildings, taking care of high-rise, low-rise and residential properties for 20 years. We use the latest technologies for window cleaning, pressure washing and waterproofing for our clients in the Puget Sound Region. Visit us to learn more at <http://www.outlookexteriors.com>.

### **Amazing Benefits**

Outlook Exterior Maintenance offers competitive compensation and paid time off.

### **How to Apply**

If you would like to be a part of a growing company that values employees and has quality standards, submit your cover letter, resume and salary requirements to [jobs@allthings-hr.com](mailto:jobs@allthings-hr.com).