



K A U F F M A N
— & —
A S S O C I A T E S , I N C .

JOB OPENING

Job Title: Office Assistant
Company: Kauffman & Associates, Inc.
Location: Spokane, WA

Founded in 1990, Kauffman & Associates, Inc., (KAI) is a professional services firm that welcomes talented staff and strategic thinkers from diverse backgrounds and fields. Our dedicated team applies their special skills, knowledge and experience, delivering creative solutions that positively impact society.

With offices in Silver Spring, MD and Spokane, WA, KAI works closely with public and private-sector clients to tackle many of today's leading social issues – including public health, education, and economic development. Join us today and be rewarded with a meaningful career challenge.

We offer competitive compensation and an excellent benefits program including medical, dental and life insurance, short- and long-term disability coverage, paid time-off and holidays, and matching 401(k) contributions.

The Office Assistant coordinates day-to-day office operations and provides administrative support to our staff in Spokane, Silver Spring and remote locations. Strong communications skills, a professional demeanor, and high-attention to detail are critical to your success. The Office Assistant is also responsible for supporting KAI staff by maintaining a clean, well-organized office environment, coordinating travel, managing office equipment and ordering office supplies. The Office Assistant acts as the liaison with the property manager and coordinates for repairs and general office maintenance

Responsibilities include:

- Receives and directs incoming telephone calls.
- Greets and welcomes visitors.
- Receives records and distributes all incoming mail, packages and faxes.
- Coordinates incoming/outgoing overnight (i.e. UPS, FedEx and USPS) shipments and trains staff to complete mailings.
- Provide support for staff travel.
- Performs office opening/closing procedures.
- Performs general clerical duties: filing, light typing, updating timesheets, as needed to support KAI President, management and Project Staff.
- Operates telephone system and simple office machines as necessary. (e.g. copier, fax machine, postage meter); able to troubleshoot problems and coordinate with vendors regarding needed repairs and maintenance. Maintains billing codes and copy counts.
- Places office supply orders and maintains an organized inventory.
- Manages conference rooms and kitchen: Maintains conference room calendars, responsible for maintaining clean, organized kitchen and conference rooms.
- Responsible for scheduling front desk coverage; ensures schedule properly maintained, assists in ensuring backup staff are properly trained and kept abreast of KAI policy and procedure changes by updating and insuring accurate systems/procedures instruction book is maintained.
- Provides new hire orientation on office procedures, use of equipment and office protocols. Update equipment (phones, copiers, on-line accounts) to reflect new hires.



K A U F F M A N
&
A S S O C I A T E S , I N C .

- Coordinate with building maintenance to ensure the building is properly maintained and assists in coordinating repairs and insuring overall cleanliness and availability of supplies is maintained.
- Maintain Building Security; ensures office keys and properly secured and accounted for. Coordinate repairs and/or address minor emergencies with the security system. Responsible for all aspects of fire drills and emergency building evacuations.
- Responsible for activation of inclement weather procedures.
- Produces weekly company newsletter. Responsible for gathering content, developing electronic newsletter and obtaining approvals.
- Develops and maintains relationships with service and supply vendors. Maintains corporate vendor list.

Required Skills:

- High level of general computer proficiency, including Microsoft Word, Outlook, Excel, and Internet use
- Ability to work in a self-directed manner
- Excellent written and verbal communication skills; strong interpersonal skills; maintains a calm demeanor under pressure
- Detail-oriented, with strong organizational skills and the ability to perform in a high volume, time-sensitive/deadline-driven environment
- Ability to handle multiple tasks/projects simultaneously
- Proactive attitude a demonstrated history of follow-through and problem solving ability

Required Education and Experience

- Minimum of three (3) years relevant experience
- Bachelor's Degree preferred

The salary range for this position is \$15 - \$17 per hour. Please submit a resume and cover letter summarizing your experience as it relates to this position to careers@kauffmaninc.com by **Friday, February 17, 2012**.

KAI is an Equal Opportunity – Affirmative Action Employer.