



RECEPTIONIST & ADMINISTRATIVE ASSISTANT

The Municipal Research and Services Center (MRSC) is seeking a highly motivated, entry-level administrative professional who has excellent customer service skills and enjoys providing support to a professional staff.

ABOUT MRSC. MRSC is a private nonprofit organization devoted to assisting local governments achieve success. We support effective local government in Washington State through trusted consultation, research, training, and collaboration. We have an outstanding reputation for providing reliable, unbiased, trustworthy advice and information. We collaborate with partner organizations, convene stakeholders, and disseminate information on featured practices and emerging issues.

OUR TEAM. Our 24-person team includes attorneys, policy and financial experts, local government professionals in planning and public works, outreach specialists, program and accounting administrators, and information technology staff. We work on a collaborative basis.

Position Summary: The Receptionist and Administrative Assistant has the primary responsibility for answering and routing phone and email inquiries to the appropriate staff member. Receptionist duties also include but are not limited to general office duties, program, and administrative support.

PRINCIPAL DUTIES

Responsibilities include:

Consultant Support

- Routing incoming inquiry calls
- Routing email inquiry research requests

Administrative

- Process incoming and outgoing mail and packages
- Logging all incoming checks daily for MRSC and professional associations
- Assist various internal staff with projects such as program provisions, setting up and facilitating internal meeting needs
- Set up and support online registrations and logistics to trainings, conferences, and webinars
- Provide general support to the administrative team
- Special projects as assigned

Rosters

- Answers basic questions regarding small works roster via telephone, redirecting to rosters manager as necessary
- Enter check payments and weekly reconciliation of cash logs

- Verifies and updates information collected in roster database twice a week
- Support special projects and research

Office Equipment / Supply Ordering

- Maintenance (workroom/library copiers and printers, fax, and postage equipment)
- Manage inventory and order supplies (paper, toner, coffee, tea and kitchen products)
- Coordinate with property management for service requests

QUALIFICATIONS

- Experience with Microsoft Office programs
- Exceptional organizational skills and attention to details
- Friendly, positive attitude, excellent communication skills and ability to work well with people in all levels of the organization.
- Able to work well independently and as part of a team
- Implement solutions in a timely manner with high quality
- Ability to learn new skills and concepts quickly
- Willing and able to learn new technology tools and programs
- Excellent customer service skills
- Experience working in an office and/or administrative role a plus

COMPENSATION

This is a full-time salaried position based in our Seattle office. Compensation is \$31,500 – 36,000 DOE and includes a generous benefits package. MRSC is an Equal Opportunity Employer and we value diverse life experiences and perspectives.

TO APPLY

Please submit a cover letter and resume by 5:00 pm December 6, 2017 to Aimy Enriquez, aenriquez@mrsc.org. Reference the job title “Receptionist/Administrative Assistant” in the subject line.