



## Job Announcement

**Title:** Administrative Assistant

**Description:** The Administrative Assistant, under direction of the Operations Manager, provides administrative support to Encompass staff at both the Early Learning Center and Pediatric Therapy Clinic locations, including reception, office administration and light accounting duties.

**Specific Duties:**

- Greet clients, answer phones and collect co-pays/payments
- Process mail, receipt cash and checks, assist with light accounting tasks
- Schedule appointments, maintain room use calendars
- Provide Capital Campaign administrative support until campaign is concluded
- Manage program services contracts by tracking, processing and organizing contracts
- Stay current on program information, classes, special events and maintain front office brochures
- Support Operations Manager with front office administration and basic facility management
- Support Encompass staff as needed

**Hours/Schedule:** 30 hours/week. Daytime schedule will vary, ranging from 8:30am to 6:00pm

**Salary:** \$15.03-\$20.15, DOE

**Location:** Encompass Early Learning Center 1407 Boalch Ave, North Bend 98045  
Encompass Pediatric Clinic 209 Main Ave S, North Bend 98045

**Qualifications:**

Required

- AA Degree, or equivalent experience
- Two years of administrative office experience
- Strong interpersonal skills, with ability to effectively communicate verbally and in writing
- Strong organizational skills
- Proficient in Microsoft Office programs
- Ability to maintain confidentiality
- Flexible with schedule and able to work at both Encompass locations as needed

- Ability to work independently, take initiative and exercise appropriate discretion and judgment
- Valid driver's license, insurance and vehicle

Preferred

- Bilingual English/Spanish

**Physical Demands:** General office environment, light lifting (up to 20 pounds) and bending may be required. May be exposed to cleaning products.

**Send resume/application to:** Encompass, attn. Kristin Webb, Director of Administration, 1407 Boalch Ave NW, North Bend WA 98045 or email to: [employment@encompassnw.org](mailto:employment@encompassnw.org). No phone calls, please.

*Encompass is an Equal Opportunity Employer. Qualified applicants receive consideration for employment without discrimination based on gender, marital status, race, color, religion, national origin, age, or the presence of a non job-related medical condition or handicap.*