



Office:
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Serving:
Thurston, Lewis, Grays Harbor,
Pacific, and Mason Counties

**Job Description – Office Administrative Assistant
(Part-time 15-20 hours a week)**

“Five Counties Strong” – Thurston, Lewis, Grays Harbor, Mason and Pacific

OVERVIEW:

The Olympia Master Builders (OMB) is looking for a professional individual who shares the common philosophical goal of assisting the building industry and helping our members create affordable housing for all economic segments of society. Our employees are motivated, hardworking, well informed, and dedicated to providing the best possible service to individual OMB members, fellow OMB staff, and the association as a whole.

This is a part-time position – Monday thru Friday with flexible hours. Potential of an occasional weekend event. Salary DOE.

Responsibilities include but are not limited to:

- Answering phones and directing callers to the appropriate destination
- Greeting members and customers and answering general questions
- Processing mail/deliveries
- Ordering office supplies as needed
- Assist with event and meeting prep
- Assist with sales and sponsorships
- Contacting and maintaining relationships with event participants and sponsors
- Data entry
- Perform other duties as assigned to support the operations of the office.

Requirements:

- High School Diploma or equivalent
- Ability to handle multi-line phones with professional phone etiquette
- Meticulous attention to detail and accuracy
- Computer savvy with proficiency in Excel, Word and Outlook.
- Strong communication skills, verbal and written
- Ability to prioritize and work independently
- Be flexible with changing needs in a team environment
- Willing to take on new projects and see them through completion
- Excellent organizational skills

Reporting

Supervision and annual performance evaluations of this position shall be the responsibility of the Executive Officer.

Email resume' and general hours of availability to angela@omb.org.

- Olympia Master Builders -
BUILDING STRONG COMMUNITIES,
ONE HOME AT A TIME.

www.omb.org