

Administrative Assistant 2



ABOUT WSIB

The Washington State Investment Board (WSIB) is a dedicated global investment management organization with over \$125 billion in assets under management. WSIB's globally diversified portfolios are comprised of more than 15,000 securities across 84 countries on 6 continents and in 46 currencies. The WSIB's central mandate is to maximize return at a prudent level of risk.

WHY WORK AT WSIB?

The WSIB is a respected institutional investor and thought leader in its industry. A solid reputation and large scale offer the opportunity to invest in the world's leading investors on behalf of more than 500,000 public employee beneficiaries.

We are located in Olympia, on the southernmost tip of Puget Sound. Olympians enjoy a quality of life enhanced by natural beauty and a mild year-round climate that promotes outdoor activities such as skiing, sailing, fishing, hiking, kayaking, and mountain climbing. Its close proximity to Seattle provides a variety of cultural and culinary experiences, while its residents enjoy a lower cost of living. Within a two-hour drive from Olympia are the Pacific Ocean, the Cascade and Olympic Mountains, and Seattle.

POSITION: Administrative Assistant 2

SALARY: \$31,032 - \$40,104

LOCATION: Olympia, Washington

OPENS: October 8, 2018

CLOSES: Open until filled

The Washington State Investment Board (WSIB) is seeking candidates to fill an Administrative Assistant 2 position to support the Operations Division. This position reports to the Administrative Assistant 5 that supports the Chief Operating Officer, and serves as the lead administrative assistant to the Legal, Risk, and Compliance Unit. This position is expected to uphold the WSIB's mission to invest with integrity, prudence, and skill to meet or exceed the financial objectives of those we serve by providing professional administrative support to the agency.

ESSENTIAL ACTIVITIES

- Provide administrative support to the Legal, Risk, and Compliance Unit.
- Create and maintain templates for procurement documents.
- Provide Audit Committee presentation support.
- Provide high-level front desk customer service by assisting internal and external customers.
- Calendar support for Legal, Risk, and Compliance Director.
- Take meeting minutes, arranges for audiovisual equipment and sets up meeting facilities.
- Apply knowledge of agency programs, policies, business activities, and partner organizations when responding to inquiries, solving problems, or providing direction to appropriate customers.
- Efficiently navigate appropriate agency reports, reference material, and web resources to respond in a timely and accurate manner to customers.
- Prepare and format information for internal and external distribution by writing letters, compiling data, creating presentations, transcribing, editing, and proofreading.
- Maintain various Access databases, Excel spreadsheets, and Visio charts.
- Assist with editing and formatting of documents Board and Committees.
- Prepare technology support equipment such as iPads or Surfaces for Board and Committee meetings.
- Provide support for unit records retention, organization, and coordination in accordance with policy and procedure.
- Prepare and process outgoing mail for Consolidated Mail Services, Federal Express, and other carriers.
- Provide back up administrative support to the Investment and Financial Services Unit.
- Provide back up support to Facility Services Coordinator.
- Provide back up support for Board and Committee meeting catering and logistics.
- Provide back up for new operations division employee onboarding.

WSIB OFFERS

- Opportunities for professional development, training, growth and advancement.
- Tuition reimbursement.
- A comprehensive benefits package including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; and 11 paid holidays per year.
- Membership in the Public Employees' Retirement System.
- Opportunities to participate in the Deferred Compensation and Dependent Care Assistance Programs.

The Washington State Investment Board is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Mary Hougan, Human Resources Consultant at (360) 956-4716 or via email to hr@sib.wa.gov.

DESIRED QUALIFICATIONS

- A minimum of one year of experience as an Administrative Assistant, or a Bachelor's degree in business administration, public administration or closely related field.
- Strong organization and planning skills.
- Excellent time management skills with the ability to multitask, prioritize, and handle interruptions appropriately.
- Maintain a customer-focused approach and the ability to manage multiple parties simultaneously. Build and maintain internal and external customer satisfaction with service provided.
- Proficiency in Microsoft Office applications to include Word, Excel, Access, Visio, PowerPoint, and Outlook.
- Excellent proofreading and editing skills, including grammar, punctuation, and spelling.
- Excellent command of oral and written communications.
- Ability to manage meeting logistics.
- Accepts personal responsibility for the quality and timeliness of work.
- Adapts easily to changing business needs, conditions, and work responsibilities.
- Effectively coordinate services and schedules to ensure smooth and efficient operation of work.
- Contributes to a culture of inclusivity by actively contributing to a work environment that embraces diversity and uses diverse perspectives to enhance organizational goals.
- Use intelligence, common sense, tenacity, and judgment to solve particularly difficult or complicated challenges.
- Focus on results and desired outcomes and how best to achieve them. Make an effort to independently identify what needs to be done and proactively takes appropriate action.
- Responds to difficult, stressful, or sensitive interpersonal situations using tact and diplomacy in effort to reduce or minimize potential conflict and maintain good working relationships among internal and external individuals.

TO APPLY PLEASE VISIT – WWW.CAREERS.WA.GOV

In addition to a complete profile, please attach:

- A cover letter specifying why this position is of interest to you, and how you meet the qualifications listed above. This letter should be no more than two pages.
- A current chronological resume.

Incomplete applications will not be considered. Candidate evaluation will be ongoing and the WSIB may make a hiring decision at any time.

CONTACT:

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360-956-4716