

## Administrative Assistant 3



### 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?

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 3  
**SALARY:** \$34,008 - \$44,208  
**LOCATION:** Olympia, Washington  
**OPENS:** July 11, 2018  
**CLOSES:** Open until position is filled

The Washington State Investment Board (WSIB) is seeking an Administrative Assistant 3. This is a full-time position that reports to the Chief Investment Officer's Administrative Assistant. The incumbent supports the Investments Division by performing administrative duties and providing support to the Public and Private Markets Committee. This position supports 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 Investment Division.

**Note:** *The WSIB may elect to fill this position as an Administrative Assistant 2 in-training to an Administrative Assistant 3, depending on applicants education and experience.*

### PRINCIPAL RESPONSIBILITIES:

- Reviews, edits, proofreads, and formats correspondence, presentations, and other materials prepared by investment staff to ensure accuracy of content writing and appropriate presentation. Proofreading and editing skills including style and flow, grammar, punctuation, and spelling are a key responsibility of this position.
- Establishes and maintains effective office procedures and efficient work flows, and interprets and applies administrative policies to the work of the units.
- Establishes and maintains effective working relationships with staff, management team, Board members, stakeholders, the Legislature, investment partners, and external parties.
- Prepares or assists in drafting reports, letters, and other correspondence and monitors information for time sensitive materials.
- Coordinates unit operations by managing calendars and scheduling meetings.
- Assists with travel arrangements, including preparation of itineraries and travel expense reimbursement.
- Serves as liaison between managers and other staff members by relaying information and assignments, requesting status information, and tracking appropriately.
- Serves as records coordinator for various units.
- Researches and abstracts information and supporting data in preparation for meetings, projects, and presentations.
- Coordinates special projects and preparation of comprehensive plans, summaries, and progress reports.
- Assists in preparing unit materials, including investment recommendations and annual plans.



**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.

**SPECIAL NOTE:**

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining applicant's suitability and competence to perform in the position.

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](mailto:hr@sib.wa.gov).

- Responsible for recording, composing, and publishing minutes for Public Market Committee.

**DESIRED QUALIFICATIONS:**

- High school graduate or GED, and 3 years of progressively responsible administrative experience. Formal education and/or training in office, secretarial, or administrative occupations may substitute, year for year, for experience.
- Proficiency in Adobe Acrobat and Microsoft Office applications including Word, PowerPoint, Excel, and Outlook.
- Excellent writing, proofreading, and editing skills including style and flow, grammar, punctuation, and spelling.
- Effectively organize multiple assignments, sometimes of a complex nature with competing priorities.
- Adapts easily to changing business needs, conditions, and work responsibilities.
- Responds to difficult, stressful, or sensitive interpersonal situations in ways that reduce or minimize potential conflict.
- Excellent interpersonal communication and teamwork skills.
- Accepts personal responsibility for the quality and timeliness of work.
- Intellectual curiosity in the "how" and "why" things are the way they are and about ways things can be better.
- Impeccable integrity.
- Ability to work effectively with a diverse group of people, including professional investment partners from around the world.
- Builds and maintains internal and external customer satisfaction.
- Actively contributes to a work environment that embraces diversity and uses diverse perspectives to enhance the attainment of organizational goals.
- Focuses on results and desired outcomes and how best to achieve them. Proactively identifies needs and takes appropriate action.

**TO APPLY PLEASE VISIT – [WWW.CAREERS.WA.GOV](http://WWW.CAREERS.WA.GOV)**

**To be considered for this position, please complete the application profile, and submit the following documents:**

- 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 WSIB may make a hiring decision at any time.

**SPECIAL REQUIREMENT:**

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining applicant's suitability and competence to perform in the position.

**CONTACT:**

Mary Hougan [HR@sib.wa.gov](mailto:HR@sib.wa.gov)