

## Administrative Assistant 5



### 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 5  
**SALARY:** \$43,344 - \$56,844  
**LOCATION:** Olympia, Washington  
**OPENS:** June 28, 2018  
**CLOSES:** Open until position is filled

The Washington State Investment Board (WSIB) is seeking an Administrative Assistant 5. This is a full-time position reporting to the Chief Operating Officer (COO). The incumbent performs high-level administrative duties, makes decisions, and oversees the actions of administrative assistants supporting the Operations Division of the WSIB.

### PRINCIPAL RESPONSIBILITIES:

Serves as principal assistant to the COO, who is a member of the Executive Management Team. The primary responsibility of the position is to provide professional administrative support, including the facilitation of effective communication within and outside of the agency; calendar management; coordination with a variety of agency personnel and external parties; preparation of, proofreading, and editing documents; and other tasks generally expected of a skilled administrative assistant.

Supervises Operations Division support staff. Effectively manages, leads, and collaborates with Operations Division support staff on development and implementation of administrative processes and work methods.

This position requires project management skills and provides support and leadership where appropriate for teams throughout the workflows and project life cycles. This includes projects of all sizes, from process improvements to high-impact strategic projects.

Manages agency policy process; devises agency policy standards, assists with policy development and updates, and manages maintenance and historical retention.

Provides Administrative and Audit Committee support; oversees preparation and distribution of materials, tracks agenda items and staff assignments, makes logistical arrangements, records and publishes meeting minutes, and tracks follow-up actions.

Administers the Business Continuity Plan.

Maintains the master record of delegated authorities and appointments in the agency relating to investment trading, contract execution, financial transactions, and other activities. Prepares notices to change, rescind, or establish appointments and authorizations.

Leads, coaches, and facilitates process improvement activities, leveraging LEAN and other process improvement principles, methodologies, and tools.

Monitors Operations Division project plans; tracks completion of tasks assigned to



**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).

managers and directors.

Provides backup to the agency's Executive Assistant to the Executive Director.

**DESIRED QUALIFICATIONS:**

- A Bachelor's degree in business or public administration, and four years of administrative experience in support of an executive-level manager.
- Minimum two years of supervisory experience.
- Demonstrated experience preparing agendas and taking minutes.
- Superior command of verbal and written communications to provide advanced proofreading services to the units.

**COMPETENCIES:**

- Supports the positive agency culture; passionate about work, teamwork and collaboration, respect, trust, diversity, adaptability, and professionalism.
- Ability to communicate ideas and be influential, verbally and in writing.
- Analytical skills-rigor, understanding all aspects of work, problem solving, and sound judgment.
- Intellectual curiosity; creative and innovative thinking, initiative, risk-taking, and empowering.
- Impeccable integrity; honest and ethical.
- Relationship management; customer and stakeholder focus, effectively and proactively nurtures relationships.
- Actively contributes to a work environment that embraces inclusiveness and gathers diverse perspectives to enhance the attainment of organizational goals.
- Displays balanced thinking that combines analysis, wisdom, experience, and perspective.
- Adapts easily to changing business needs, conditions, and work responsibilities. Adapts approach, goals, and methods to achieve successful solutions and results in dynamic situations.
- Focuses on results and desired outcomes and how best to achieve them.

**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 the 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)