

CLASSICAL

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**KING FM 98.1**

**Title:** Administrative Assistant

**Department:** Administration

**Reports to:** General Manager

**Background**

One of America's most highly regarded classical music stations; KING FM has been delivering great classical music to the Pacific Northwest since its founding by broadcasting pioneer Dorothy Stimson Bullitt in 1948. Now reaching over 300,000 listeners per week, KING FM has always been at the forefront of technology, programming, and community service in classical music.

**Position Description**

The Administrative Assistant will provide support to the General Manager. Keeping track of day-to-day details that keep a business running.

**Job duties include, but are not limited to:**

- Performs general clerical duties to include but not limited to: photocopying, scanning, and filing.
- Creates and modifies various documents using Microsoft Office.
- Maintains GM Outlook calendar
- Coordinates meetings and conference calls
- Coordinates travel arrangement
- Prepares meeting materials and assists with the development of PowerPoint presentations.
- Responsible for keeping Board of Directors information updates in Board Max
- Learn and monitor Teamwork to support GM
- Implement staff engagement plan for GM – including scheduling lunches and events, ordering food, and special incentives
- Records minutes at various meetings and archives them accordingly.
- Backup Receptionist during lunch, vacation, and sick times
- Answer phones promptly and uses good judgment to prioritize the distribution of messages in a timely manner.
- Participate in Fund Drives as assigned
- Performs all other related duties as assigned

**Requirements:**

- High school diploma/GED
- 3+ years of administrative support experience with increasing responsibility required
- Microsoft Word: Mail merge and know how to embed documents
- Microsoft Excel: Read and update basic files

**Assets:**

- Some college coursework or business vocational school education preferred
- Previous experience in a public radio and/or Arts environment preferred

**Core Competencies:**

- Strong attention to detail and excellent organizational skills required.
- Must have the ability to multi-task in a fast paced and deadline driven environment.
- Must be able to maintain professionalism and a positive service attitude at all times.
- Must be able to work Monday to Friday, 9 a.m. to 5 p.m.

We offer attractive, competitive compensation and benefits including, medical, vision and dental coverage, Life and LTD, paid vacation, personal and sick time, 401K and an EAP program. The salary range is \$30,000 to \$35,000 depending on experience.

**Send resume, references and cover letter to:**

Human Resources, Classical 98.1, 10 Harrison St, Suite 100, Seattle WA 98109 or email Human Resources at **sabinak@king.org**

Date Posted: March 21, 2017

Closing Date: April 4, 2017

**Classical 98.1 is an equal opportunity employer**