



Part-Time Office Administrative Assistant

Classical KING FM 98.1 is the primary institution developing new audiences for classical music and the arts in Seattle, Bellevue, and the Puget Sound Region. Listener-supported KING FM is located at Seattle Center with a mission to make classical music accessible for everyone in the community and to advocate for the arts in our region. Classical KING offers a supportive, friendly, collaborative culture. Staff members help one another, encourage one another, and support one another. This position offers an opportunity to be an important member of a team providing an important 24/7 service to the community. The position is based in Seattle, a rapidly growing city at the forefront of technological innovation.

Classical KING FM 98.1 is seeking a dynamic individual to join our team as Administrative Assistant to provide office support to the administrative and operations department. The successful candidate will have two years of prior experience, knowledge of and experience with Microsoft Office, and the desire to work in a team environment.

Responsibilities And Duties:

- Assists with accounts payable functions by downloading invoices, printing, working with senior managers to approve invoices, scanning invoices and preparing for disbursement
- Assist in recording AR and AP in financial system QuickBooks Online
- Organize and maintain Accounts Payable vendor files
- Sort and route incoming mail to correct departments or staff
- Monitor office supplies and inventory
- Prepare postings for new job positions
- Prepare job announcements for compliance with FCC
- Manage equipment – postage machine, photocopier and printer
- Maintain office organization
- Provide administrative support to the development department with mailing donor “thank you” letters including setting up food for pledge drives and staff events

Skills & Experience

- 2 years of combined education/experience in administrative work
- Proficient in Microsoft Office and knowledge of QuickBooks Online
- Excellent organizational and communication skills

Desired Characteristics

- A friendly self-motivated individual who is a quick learner and works independently
- Critical thinker with attention to detail
- Able to get things done with minimal amount of supervision
- Can accomplish tasks in a timely manner
- Enthusiastic
- Self-motivated
- Focused

Other details

- Hourly Range: \$21.00-\$24.50
- Benefits include medical, vision and dental coverage, life and long-term disability, paid vacation, personal and sick time, and a 401k
- We will review resumes upon receipt. Position open until filled
- Flexible Schedule – schedule around other obligations with an option to work overtime when needed

To apply please send resume and cover letter to:

Human Resources, Classical 98.1, 363 Mercer Street, Ste 200, Seattle WA 98109, or email hr@king.org

Classical KING FM is working actively to diversify its programming, its staff, and its board. We welcome all candidates with a commitment to these goals. Our statement describing our commitment to diversity, access, equity, and inclusion can be found here:

<https://www.king.org/about/>