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The mission of the Seattle Chinatown International District Preservation and Development Authority (SCIDpda) is to preserve, promote and develop the Chinatown international District (CID) as a vibrant community and unique ethnic neighborhood through its programs and services. For more information refer to www.SCIDpda.org.

Currently there is 1 part-time **Administrative Coordinator** position open with Senior Services’ Legacy House, a program of the SCIDpda. The hours are Saturday, Sunday from 6:00AM – 10:00AM

**General Nature & Scope**: Enhances team and organizational effectiveness by providing administrative, resident/client support and office services.

**Essential Duties:** Include the following; other duties may be assigned depending upon project, client or workflow needs.

* Manage reception area; establish responsive, organized and respectful environment.
* Respond to phone calls and visitors with good judgment and problem solving skills.
* Ensure front desk security and monitor wandering risk clients and residents leaving the facility.
* Coordinate and follow-up with staff on emergency call response. Report emergency and/or public relations situations promptly to supervisor. Complete incident reports for unusual occurrences during shift, including fire alarms, resident emergencies, lost property, missing items, etc.
* Ensure follow-up on work orders.
* Perform unit turnover preparation and coordination, maintenance inspection, keys, emergency call pendant and wander tag.
* Perform new employee preparation and coordination, including issuing keri key, employee id badge and business cards.
* Provide for cost-effective procurement and allocation of office and housekeeping supplies. Ensure the maintenance of an adequate inventory of supplies.
* Schedule and coordinate room rental and room use.
* Establish and maintain storage and retrieval systems for the organization’s information, including computerized databases as well as conventional filing and storage systems and client documentation systems.
* Distribute monthly bus and parking passes.
* Schedule and coordinate client and resident transportation to and from center, medical appointments and social trips.
* Schedule evening receptionist to ensure adequate front desk coverage.
* Perform office and other equipment procurement, bids, service and maintenance.
* Be responsible for employee file management.
* Other duties as assigned.

**Supervisory Responsibilities:** Day-to-day supervision of administrative support staff

**Qualifications:**

* Demonstrated ability in handling demanding customer/client service issues including assessing situations, identifying client needs, and seeking out needed resources; problem solving and working as team member.
* Strong interpersonal, written, and oral communication skills.
* Excellent organizational skills; ability to prioritize and handle multiple tasks at once.
* Ability to initiate and complete work independently; self-motivated.
* Working knowledge of Microsoft Word and Excel.
* Bilingual in English and an Asian language desirable.

# Knowledge, Skills, and Abilities

* Customer service focus
* Organized
* Attention to detail
* Flexibility

# Education & Experience: Any combination of experience and training that would likely provide the required knowledge, skills and abilities will be considered.

* Minimum 2 years of administrative experience required
* Cash handling experience preferred
* Healthcare environment experience preferred

### Licenses or Certificates

None

## **Physical Demands / Working Conditions:** The physical demands here are representative of those that must be met by an employee in a business office environment to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

* Work is performed in an office environment with a low noise volume. While performing the duties of this job, the employee is frequently required to read, speak, stand, walk, sit and use a computer keyboard and monitor.
* Possible exposure to blood borne pathogens.