
RECEPTIONIST/ ADMINISTRATIVE ASSISTANT

Full Time/Non-Exempt
Reports to SVP, Deposit Operations & Client Experience
August 27, 2019

Who We Are

At Seattle Bank, our mission is to be a unique financial resource to our community by providing our clients a personalized experience and peace of mind. We know that we create value for clients by aligning the right resources behind them and their dreams. We achieve that alignment through a shared sense of vision, urgency, and possibility.

We're unlike most banks, in that we are highly focused on providing tailored services to individuals and families, business owners, and businesses. That focus enables us to customize solutions to a unique personal or business situation. We leverage a great team and great technology to move quickly, and to make things easy for our clients.

The Position

This position is a great opportunity to develop a breadth of skills working for a dynamic and fun company. While you will report to the SVP, Deposit Operations & Client Experience, you will be in a unique position to work with other departments including Human Resources, Marketing, and Operations giving you the potential to transition to another area of the Bank.

Essential Duties

Reception

- Responsible for unlocking/locking main entrance daily
- Greet guests and Bank clients and guide to appropriate staff
- Answer telephone and route as appropriate
- Ensure front reception area is tidy and professional
- Book meeting rooms as requested
- Manage disbursement of parking validations for clients and employees

Mailing/Delivery

- Receive shipments and deliver to appropriate staff

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- Organize incoming mail and deliver to staff

Office Supplies

- Order office supplies on a monthly basis, or as needed
- Responsible for inventory and organization of supplies and snacks
- Point of contact for water and coffee machine supplies and inventory

Meeting Set up

- Set up meeting rooms for client meetings (coffee, water, order food as requested)
- Set up Puget Sound Room for monthly board meetings (coffee, water)

Employee lunches/events

- Assist Human Resources and Employee Engagement Committee with room set-up/clean-up for employee lunches and other all employee events
- Coordinate catering for employee lunches

Facilities

- Serve as point of contact with Washington Holdings for cleaning of office space and refrigerators, lightbulb replacement, bathroom issues, and other issues that may arise.
- Coordinate with IT and Human Resources in company-wide clean-up of garbage, clutter, etc.
- Organize company safety supplies and serve on the Safety Committee

Other

- Order client and employee gifts through online gift order site
- Assemble and send swag to clients
- Organize and maintain swag inventory and advise Lorraine of status
- Prepare office spaces for new hires including cleaning, and stocking with supplies
- Assist Human Resources with duties including monthly employee spotlights and other administrative tasks as assigned.
- Assist other departments as appropriate

Preferred Qualifications

- Bachelor's degree or equivalent combination of relevant education and experience

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- Exceptional verbal and written communication skills, including the ability to interact professionally with customers and coworkers
- Superb customer service skills
- Excellent organizational and time management skills
- Competency with Microsoft Office products including Word, Excel, and Outlook
- Ability to work with little to no supervision while performing duties

Interested?

Please send a cover letter and resume to jobs@seattlebank.com.

Seattle Bank considers for employment and hire qualified candidates without regard to race, religious creed, religion, color, sex, sexual orientation, genetic information, gender, gender identity, gender expression, age, national origin, ancestry, citizenship, protected veteran or disability status or any factor prohibited by law, and as such affirms in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state, provincial and municipal laws. The company also prohibits discrimination on other bases such as medical condition, marital status or any other factor that is irrelevant to the performance of our teammates. Candidates must possess authorization to work in the United States, as it is not the practice of Seattle Bank to sponsor individuals for work visas. Employment at Seattle Bank is on an at-will basis.

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