



Genwest Systems, Inc.  
P.O. Box 397, Edmonds, WA 98020-0397  
Ph: 425-771-2700 Fax: 425-672-8471  
[www.genwest.com](http://www.genwest.com)

Genwest Systems, Inc. is an equal opportunity employer information management and consulting firm headquartered in Edmonds, Washington. Since its inception, Genwest has been a recognized leader in the design and implementation of information systems and solutions. We depend on a diverse team of talented staff to design, develop, and deploy information solutions for our clients.

Genwest is accepting applications for an **Administrative Assistant**. This position will support the Director and the lab at the National Oceanic and Atmospheric Administration (NOAA), Pacific Marine Environmental Laboratory (PMEL). The Administrative and Technical Services Division of PMEL has a requirement for administrative support for critical functions to fully meet PMEL's mission goals. This is a full-time position that will be located at the NOAA Western Regional Center in Seattle, WA.

### **POSITION DUTIES:**

#### **General Operational/Lab Support**

- Manage requests for information from internal staff as well as the public.
- Manage lab shared Google Calendar room/conference reservations, staff meetings
- Read incoming correspondence to determine appropriate action.
- Review outgoing correspondence and reports for proper format, and accuracy in accordance with established policy.
- Transcribe various information, notes, memos, etc. to NOAA letterhead in accordance with established policy.
- Communicate via e-mail, phone, and fax with scientists within and outside NOAA, as well as with those from foreign countries.
- Monitor and maintain personnel Time and Attendance (T&A) hours and related budgets, as requested
- Solicit lab-wide notes, record meeting minutes, post minutes on PMEL info page.
- Maintain and manage conference line reservations.
- Make arrangements for meetings and conferences.
- Setup GoToMeeting meetings as needed.
- Keep shared admin areas and conference rooms organized.
- Audio Video conferencing setup and support for the conference rooms. Copy machine assistance.
- Provide lab-wide support for coordination of conferences and other events using Lab resources.
- Maintain office supplies.
- Prepare FedEx/UPS mail international and domestic; determine the best way to send; ensure proper forms are included.
- Prepare and submit required forms for PI publishing process.
- Prepare required documentation for campus access for visitors and/or staff; including foreign nationals.
- Assist with the preparation of travel requests and vouchers.
- Provide desktop support for a variety of systems and products including Microsoft Word,

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- Excel, Power Point, Adobe, WebTA.
  - Assist with coffee hour set up and cleanup.
  - Locating and assembling information for various reports, briefings, and conferences and collecting signatures.
  - Enter requisitions into the *C.Request* acquisition system.
  - Assist in Acquisition research and document preparation.
  - Utilizes the agency business management systems (*MARS, CBS*) to monitor spending, validate accounting, and confirm funds availability.
  - Assist in the process of getting prints and photos framed.

### **Director Support**

- Organize logistical aspects of meetings/conferences as requested by the Director – create agenda, secure rooms, visitor/guest forms, etc.
- Assist with the preparation of travel requests and vouchers.
- Screen and refer calls and visitors to staff members and the Director as appropriate. Handle voicemails and follow ups.
- Manage calendar, schedule appointments, and make commitments for the Director.
- Gather signatures from Director or Deputy Director as needed for publications, workplans, gift and bequest memos, etc.
- Assist with document controls for various OD activities

### **Travel Support / Management**

- Assist with Director travel request forms and vouchers
- Create itineraries for trips
- Make reservations when necessary.

### **MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES:**

The successful candidate will be expected to demonstrate the listed qualifications in his/her resume and interview:

- General professional office environment and task experience
- Proficiency with Microsoft Excel and Microsoft Word
- Proficiency with Google applications (e.g., Gmail, Calendar, Docs, etc.)
- Familiarity with web-based applications; experience with government applications would be seen as a plus
- Experience with timekeeping, making travel arrangements, and filing expense reports
- Good knowledge of database systems (e.g., Access or manipulation of .csv files) would be viewed as a plus
- General knowledge of federal administrative regulations is desired
- Proven ability to manage a high-demand workload in a fast-paced environment
- Demonstrated flexible and pro-active approach to problem solving
- Excellent listening, verbal and written communication skills to build collaborative relationships
- Knowledge of grammar, spelling, punctuation, and required formats sufficient to recognize and correct such errors in correspondence and reports.

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- Proven ability to protect confidential information in administrative role
  - Maintaining archives per DOC rules.
  - Ability to work and travel independently.
  - History of success in team-based project execution, working as both lead and contributor on diverse multi-disciplinary teams.
  - Demonstrated flexible and proactive approach to problem solving.
  - Demonstrated ability to plan and execute long term projects, including setting timelines and milestones and balancing priorities.

Applicants must have strong skills in understanding and communicating complex concepts, problem solving, and working effectively and patiently as part of a high performing team with high expectations, and diverse views and opinions.

**COMPENSATION:**

Compensation will be determined based on the experience and qualifications of the successful applicant in combination with contract budget. The position is eligible for a full-time benefit package that includes health insurance, paid personal and holiday leave, 401(k) program eligibility, and employee disability and life insurance.

**TO APPLY:**

Please email a cover letter (optional), resume (less than 4 pages), and 3 references to [hr@genwest.com](mailto:hr@genwest.com). Please include these materials in a single .pdf (Adobe Acrobat) attachment with your name included in the .pdf file name. Also, please include the words, "**PMEL Administrative Assistant**" in the subject line of your email.

Applicants selected for interviews will be contacted via email. **The position will remain open until filled, with priority given to applications received before June 30, 2019.**