



Genwest Systems, Inc.
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Genwest Systems, Inc. is an equal opportunity employer specializing in information management and consulting 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** position supporting the Office of 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 meet PMEL's mission goals. This is a full-time position that will be located at the NOAA Western Regional Center in Seattle, WA with the opportunity for 1-2 days of telework per week.

POSITION DUTIES:

The successful applicant will perform numerous tasks which are dissimilar in kind, but which have in common the purpose of assisting the personnel and goals of the lab. More detailed tasks are listed below.

KEY TASKS:

Office of the 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 the Director or Deputy Director as needed for publications, work plans, gifts and bequest memos, etc.
- Assist with document controls for various OD activities.

Travel Support / Management

- Assist with the preparation of travel requests and vouchers.
- Assist with Director travel request forms and vouchers.
- Create itineraries for trips.
- Arrange and make travel reservations when necessary.

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 as directed 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 or Google Meet virtual meetings as needed.
- Keep shared admin areas and conference rooms organized; Assist with coffee hour or other special event set up and clean up.
- Set up and support Audio Video for conference room and provide lab-wide support for coordination of conferences and other events using Lab resources.
- Maintain office supplies, and assist with copy machine use by staff
- 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.
- Provide desktop support for a variety of systems and products including Microsoft Word, Excel, Power Point, Adobe, WebTA.
- Locate and assemble information for various reports, briefings, and conferences.
- Assist in Acquisition research and document preparation; enter requisitions into the *C.Request* acquisition system.
- Utilize 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.

REQUIRED 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.
- Proven high proficiency with Microsoft Office Suite, Google Suite applications (e.g., Gmail, Calendar, Docs, etc.) and Adobe Acrobat.
- Experience with timekeeping, making travel arrangements, and filing expense reports.
- General knowledge of federal administrative regulations.
- 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 communications, internal documents, and reports.
- Proven ability to protect confidential information in administrative role.
- Maintaining relevant file archives per DOC rules.
- Good knowledge of database systems (e.g., Access or manipulation of .csv files).
- Familiarity with web-based applications; experience with government applications.
- 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 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 wage range is anticipated to be \$47.5k-\$60k on an annualized basis. The position is eligible for a full-time benefit package that includes:

- Employee and dependent health/dental/vision insurance. (Genwest pays 80%)
- Employee Long Term Disability and life insurance starting the first day of employment. (Fully Genwest reimbursed)
- Holiday leave: Genwest recognizes 11 paid holidays for a total of 88 hours per year.
- Personal leave: Personal leave will accrue on the first day of each semi-monthly pay period; for the first five years of employment leave will accrue at 6 hours per pay period or 144 hours per year.
- Optional participation in the Genwest 401K program will start the 1st of the month following the first 90 days of employment. Employees have the ability to contribute, pre-tax, any amount or percentage each pay period, up to a maximum as determined by the IRS.
- Optional participation in the Genwest Flexible Spending Account allowing employees to set aside pre-tax dollars for use in paying unreimbursed medical, dental, vision or child-care expenses.
- Optional participation in available AFLAC Insurance products.

APPLICATION GUIDANCE:

Relevant experience and certifications should be included in your resume. Applicants may include a one page cover letter describing your experience that relates directly to the job duties stated in this posting. Must include three references that can confirm your experience.

TO APPLY:

Please email a resume and 3 references to hr@genwest.com. Please include a cover letter, your resume and references 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 by April 28, 2023.