



Administrative Assistant

Location: Kennewick, WA

Employment Type: Full-Time

Position Summary:

The administrative assistant is a critical point of contact to the organization, customers, vendors, and suppliers. This role interacts with all departments within the company and all customers, therefore, must have strong interpersonal and communication skills.

Key Responsibilities:

- Manage incoming and outgoing correspondence, including answering/directing phone calls, greeting visitors, responding to emails, and sorting mail.
 - Prepare, edit, and format documents, memos, reports, and presentations as needed.
 - Maintain both physical and digital filing systems and handle sensitive company information with strict confidentiality.
 - Contract review assistance as needed.
 - Support staff with administrative needs including basic technology support.
 - Performs other duties of a similar nature and level as assigned.
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Qualifications:

- **Experience/Education:**
 - High School Diploma with one to three years proven experience in an administrative or office support role required.
 - **Skills & Knowledge:**
 - Strong organizational and problem solving skills.
 - Excellent verbal and written communication.
 - Exceptional customer service.
 - Proficiency with Microsoft Office and general computer applications
 - Comfortable with technology.
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What We Offer:

- This is a full time, Non-Exempt position. Wage range is \$21.50 - \$23.50 per hour depending on experience.
- 100% Employer-paid medical, dental, and vision insurance, plus a generous HRA plan.

- Participation in the Employee Stock Ownership Plan and discretionary profit sharing, once eligibility requirements are met.
 - Paid time off begins at thirteen days, plus nine paid holidays.
 - Opportunities for training and professional growth.
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UniWest is an EEO employer and encourages anyone interested to apply.