

## EMPLOYMENT OPPORTUNITY

### Facilities & Purchasing Specialist

The Facilities & Purchasing Specialist fosters Community Action of Skagit County's Core theme of being a High-Impact Organization by efficiently supporting the Administrative Department. The position will provide administrative support in the areas of: purchasing, records, facilities and, communications.

This will be a full time position at 40 hours per week and reports to the Facilities and Assets Manager.

#### **JOB DUTIES and RESPONSIBILITIES INCLUDE:**

1. Acts as agency purchasing agent, including verification of required approvals and documentation, assigning purchase order numbers, and making and receiving purchases.
2. Receive and coordinate the disbursement of deliveries.
3. Act as agency mailing agent. Retrieve, open, date stamp, and distribute incoming mail. Properly postage and deliver outgoing mail.
4. Perform record retention duties for agency.
5. Maintain central supply and first aid supplies for all agency locations. Order, organize, and keep stocked.
6. Facilitates usage and maintenance of agency-owned vehicles. Assist with issues and maintenance of agency vehicles as requested.
7. Assist with custodial and building maintenance issue resolution.
8. Maintain facility location maps and staff workspace assignments.
9. Act as primary contact for copy machine issues, reporting, and maintenance coordination.
10. Lead, coordinate, and/or assist with administrative/facility projects as needed.
11. Provide general support as needed to all administrative functions and departments.
12. Participate in agency trainings and meetings as required.
13. Other related duties as assigned by management.

#### **QUALIFICATIONS INCLUDE:**

##### **Education & Experience**

- High School Diploma or GED/HSE minimum required.
- Associate or Bachelor's Degree in Business Administration or related field preferred.
- 1-2 years in complex administrative work in a fast-paced environment preferred.

(Or a combination of education and experience providing the knowledge, skills, and abilities to successfully perform the work)

##### **License(s) & Certification(s)**

- Must have valid driver license and auto liability insurance if personal vehicle is used for work-related travel.

##### **Skills and Abilities**

- Must be dependable, reliable, and possess a strong ability to adapt to any situation.
- Ability to maintain confidentiality of sensitive information.
- Excellent customer service skills.
- Ability to work independently, and as a team member; self-motivated.

- Strong organization and time management required, with ability to multi-task.
- Proficient in Microsoft Office Suite applications, including Excel, Word, Access, PowerPoint, Publisher and Outlook programs.
- Must have strong and effective communication skills (oral and written).
- Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, fax machine) is needed.
- Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational and experiential backgrounds.

## COMPENSATION AND BENEFITS:

Starting wage between \$20.42 - \$22.54 per hour (DOE)

Benefits include:

- Medical & Dental Insurance including Rx and Vision
- Life Insurance and AD&D coverage
- SIMPLE IRA Retirement Plan (3% Employer Match)
- Employee Assistance Program
- Voluntary supplemental Cafeteria 125 Plan
- Paid Sick and Vacation Leave
- 12 Holidays per year
- Health club discounts

*(Community Action reserves right to modify, amend, or terminate any benefit at any time for any reason.)*

**TO APPLY:** Qualified candidates are encouraged to apply by providing **ALL** items requested. Please submit the following: (1) Community Action Application (2) Resume (3) Letter of Interest.

Application Packets should be submitted to: **employment@communityactionskagit.org**

You can find all job announcements and apply online on our website at [www.communityactionskagit.org](http://www.communityactionskagit.org)

Community Action of Skagit County reserves the right to extend application deadlines and to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements. Community Action of Skagit County is an Equal Opportunity Employer. Should you require accommodation in the application process, please contact our HR Department.

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