

**Accelerator Corporation
Seattle, WA**

Office Assistant

The Office Assistant will join the Accelerator team and will be primarily responsible for general administrative support and representing Accelerator Corporation as the main receptionist. This is a part time position.

RESPONSIBILITIES:

- Answer and route all incoming calls
- Greet visitors and offer hospitality services to guests
- Maintain conference room reservation schedules
- Tidy conference rooms, copy room and kitchen
- Receive incoming mail, packages and facilitate delivery
- Coordinate food and beverage requests for company meetings
- Accounts Payable invoice and check verification for mailing
- Organize and inventory supplies (office and kitchen)
- Perform typing, filing, copying, scanning and other clerical tasks
- Issue and Archive Lab Notebooks
- Administration support and special projects for Accelerator as needed

EDUCATION AND EXPERIENCE REQUIREMENTS:

BA/BS degree preferred.
2-3 years demonstrated work experience in a fast-paced administrative capacity.
Strong organizational and multitasking skills in a rapidly changing environment
Knowledgeable in Microsoft Word, Excel & Outlook
Excellent customer service and telephone skills
Outgoing, positive, cheerful, and willing to help
Ability to interact with a variety of people
Ability to take initiative and work independently
Desire to learn and contribute to the success of an exciting team

Accelerator Corporation
Reference Job Code: 16-001
Attn: Human Resources
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Seattle, WA 98102
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