

Position Opening

Office Assistant (part-time)

Company: FACET Innovations, LLC (FI), Seattle, WA.
(One block from the University of Washington campus.)

FACET Innovations is a small company that provides educational services and products to organizations and institutions involved in pre-college, undergraduate and teacher education. We are currently seeking an experienced **Office Assistant** to help maintain order and keep life running smoothly in our small office of busy researchers.

Position: part-time office assistant –approximately 15 hours per week. Duties include organizing and managing the company library, equipment and filing system; word processing; mailings; making travel arrangements; purchasing materials & supplies; answering the phone; photocopying; running errands; assisting with invoices, reimbursements and tracking purchases; entering and paying bills and keeping the office plants alive. Work schedule is negotiable.

Pay: \$15-20 per hour depending on experience.

Starting date: as soon as possible

(This position was posted 10-17-07 and will remain open until filled.)

Primary requirements:

- Detail oriented with strong organizational skills
- Strong Excel & Word skills
- Good communication skills (writing and speaking)
- Collaborative personality (easy to work with)
- Work ethic requiring minimal supervision
- Accepts, clarifies, and completes tasks responsibly

Additional experience (desirable but not required):

- Experience with video and audio technologies (cameras and recorders)
- Experience working in schools

Inquiries, letters of interest, and applications (Vita, resume and references) should be sent to Jim Minstrell, 1314 NE 43rd, Suite 207, Seattle, WA 98105 or jimminstrell@FACETInnovations.com