

Association Administrative Professional - \$25-30/hr plus benefits package including family medical, dental and vision insurance, life insurance, long-term disability, short term disability, phone allowance, 401K plan, vacation and sick leave.

To apply: Email resume and cover letter by 5:00 p.m. August 3, 2026 to Jamie Hanny, Director of Financial and Business Administration at Jhanny@wpuda.org.

Position Summary

The Administrative Professional provides administrative and operational support to ensure the efficient operation of the Association. This position serves as the primary support for office administration, meeting administration, and general operational activities. The position also serves as the primary coordinator for building maintenance activities, vendor relationships, and tenant support. The successful candidate will be highly organized, customer-service oriented, and capable of managing multiple priorities while maintaining a professional and welcoming environment.

Essential Duties and Responsibilities

Administrative Support

- Provide administrative support to Association leadership and staff.
- Manage office supplies, equipment, and inventory.
- Coordinate incoming and outgoing mail, deliveries, and office communications.
- Maintain electronic and physical filing systems.
- Manage routine website updates and maintain and update email distribution systems, and other digital communication platforms to ensure timely dissemination of organizational information.
- Coordinate and schedule in-person, hybrid, and virtual staff meetings and organizational meetings by scheduling attendees, preparing agendas and support materials, managing meeting logistics including technology setup and operation, scheduling catering, recording accurate meeting minutes, distributing meeting records, and tracking action items and follow-up activities.
- Prepare correspondence, reports, meeting materials, presentations and communications materials.
- Provide membership, committee, and board support.
- Compile and submit for processing expense reports for staff, logging incoming checks, making bank deposits, and recording payments for registrations.
- Serve as a professional and courteous point of contact for members, tenants, visitors, and vendors.

Operational Support

- Coordinate and schedule routine, preventive, and emergency building maintenance activities and inspections.
- Serve as the primary point of contact for building contractors, service providers, vendors, and maintenance personnel.
- Track maintenance schedules and ensure timely completion of work orders and service requests.
- Coordinate tenant communications regarding maintenance activities, building projects, and service interruptions.
- Assist with facility improvement projects, contractor scheduling, and project documentation.
- Support compliance with applicable safety requirements and building regulations.
- Obtain vendor quotes as needed and assist with procurement activities.
- Track service agreements, contracts, and renewal dates.
- Review invoices and coordinate with accounting staff regarding facility-related expenditures.
- Monitor vendor performance and maintain positive working relationships.
- Respond to tenant inquiries and coordinate resolution of building-related concerns.
- Support tenant move-in, move-out, and facility access processes.

Other Duties

- Support special projects and organizational initiatives.
- Assist with event logistics.
- Perform other duties as assigned.

Qualifications

Education and Experience

- Associate degree in Business Administration, Facilities Management, Public Administration, or related field preferred.
- Experience in customer service, administrative support, office management, facilities coordination, or related experience.

Knowledge, Skills, and Abilities

- Knowledge of office administration practices and procedures.
- Ability to coordinate multiple projects, schedules, and activities simultaneously.
- Strong organizational and time-management skills.

- Excellent written and verbal communication skills.
- Proficiency with Microsoft Office Suite, Zoom, Teams.
- Ability to maintain confidential information and exercise sound judgment.
- Strong customer service and interpersonal skills.
- Ability to work independently and collaboratively within a team environment.

Physical Requirements

- Ability to move throughout the office and building to coordinate activities.
- Ability to occasionally lift and move items weighing up to 25 pounds.
- Ability to operate standard office equipment.

Work Environment

This position is primarily performed in an office environment with regular interaction with tenants, members, contractors, and vendors. Occasional work outside normal business hours may be required to coordinate maintenance projects or respond to facility-related issues. Some travel should be expected.

Key Competencies

- Organization and Planning
- Customer Service
- Communication
- Problem Solving
- Attention to Detail
- Ability to work with vendors
- Project Coordination
- Initiative and Accountability

Location:	Olympia, Washington
Work Status:	Hourly, fulltime
Travel:	Some travel required (mainly WA)
Supervisor:	Executive Director
Staff Supervision:	None