



The Washington Association of Wheat Growers in Ritzville, WA is seeking a self-motivated person with excellent organizational and time management skills to join our dynamic team. The Administrative Assistant must be proficient in Microsoft programs/apps as well as a quick learner of databases and excel at both verbal and written communications.

#### Administrative Assistant Job Responsibilities:

- Provides administrative support to ensure efficient operation of office.
- Answers phone calls, process incoming and outgoing mail (including bulk mailings) and supports inquiries made via phone.
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.
- Supports team by performing tasks related to association events and communications, including designing and printing materials for mailings, data entry, processing payments, etc.
- Maintains membership database and Wheat Life distribution list.
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories and evaluating new equipment and techniques.
- Maintains office and public information supply inventories by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies.
- Maintain WA Wheat Foundation building rentals and supplies as needed.
- Contributes to team effort by accomplishing related tasks as needed.

This is a four-day-per-week position with competitive salary ranging from \$45,000 to \$55,000 depending on experience. 100 percent-paid benefits provided by WAWG are health, dental and vision. Other benefits include life insurance and SEP, sick, personal and holiday leave.

#### Administrative Assistant Skills and Qualifications:

- Administrative Writing and Verbal Communication Skills
- Aptitude for building relationships, fostering teamwork and shared goals
- Microsoft Office & Adobe Software Skills
- Reporting & Organization Skills
- Professionalism
- Problem Solving
- Inventory Control

#### Education and Experience Requirements:

- High school diploma or equivalent education required; agriculture experience/background preferred
- Three years of administrative assistant experience or equivalent experience
- Interested candidates may submit a resume to [michelle@wawg.org](mailto:michelle@wawg.org), 109 E. 1<sup>st</sup> Ave. Ritzville, WA 99169 or call 509-659-0610 with any questions. Deadline is April 12, 2024, to submit resume.