

# JOB ANNOUNCEMENT

## OFFICE MANAGER



The Workforce Development Council of Seattle-King County (WDC) is seeking an Office Manager.

Work with a team of professional staff and business, government and community leaders to support employment and training services. The WDC is a nonprofit workforce grant-making organization whose mission is to support a strong economy and ensure the ability of each person to achieve self-sufficiency.

The Workforce Development Council of Seattle-King County is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

Please visit our web site at [www.seakingwdc.org](http://www.seakingwdc.org) for additional information about the WDC.

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### *Office Manager*

**Annual Salary: DOE**

#### **Responsibilities:**

- HR functions:
  - Personnel policies, procedures, benefits, documentation
  - Personnel recruiting, hiring, onboarding, changes
  - Point of contact for legal and compliance issues
- Local Equal Opportunity Officer
- Risk management
- Prepare and maintain documents, reports, letters, schedules, procedures and processes (e.g., writing internal procedures, tracking fund development opportunities, developing letters of support, contract/grant tracking)
- Manage, analyze, recommend, implement continual office operations and improvements
- Impeccable customer service (internal and external)
- Other duties and special projects as needed

#### **Requirements:**

- Education/Experience: The ideal candidate will possess a Bachelors' degree as well as a minimum of seven years' experience as human resource generalist and office manager.
- Skills: Interpersonal, written/verbal communication, problem solving, organizational, planning, prioritization. Dependability, attention to detail, diplomacy and the ability to maintain confidentiality.
- Other: Reliable transportation and the ability to travel within and outside the State of Washington to participate in meetings and conferences.

Position open until filled. Apply for this position by submitting a resume and cover letter to:

Workforce Development Council of Seattle-King County (WDC)  
Market Place One, Suite 250  
2003 Western Avenue  
Seattle, WA 98121-2162

*or*

Email to: [operations@seakingwdc.org](mailto:operations@seakingwdc.org)