

Job Title of this Position	Office Assistant
Name of Organization	Allen Partners
Website	www.allen-partners.com
Job Location Address	14900 Interurban Ave S. Suite 200, Seattle Wa 98168
Contact / Supervisor	Jordan Day
Phone Number	206-812-1440
E-mail	jordan@allen-partners.com
<u>Hourly</u> Pay Rate (indicate a range)	\$10 to \$15
Employment Period	Summer Only [ ] Academic Year [ ] Summer & Academic Year [ X ]
Hours per week	Summer: full time program 40 hrs/wk [ ] part time program up to 19 hrs/wk [ X ] Academic Year: up to 19 hrs/wk [ ]

**Nature of Business or Organization:**

Northwest recruiting firm specializing in the placement of professionals in the Accounting, Finance and Technology field.

**Duties and Responsibilities:**

Fielding/directing phone traffic, sourcing resumes, and downloading them into the database, basic HR functions, creating excel records of data base development.

**Minimum Qualifications:**

90 credits towards degree in BA or related field.

**Educational Benefits:**

Exposure to business operations, hr, customer service, and the recruiting industry.

(For Work Study Office Use Only)

JOB NUMBER **65ALP01** REIMBURSEMENT RATE: FEDERAL \_\_\_\_\_% STATE **65**%