

Job Title of this Position	Administrative Assistant
Name of Organization	Project Development International Corporation
Website	www.pdicusa.com
Job Location Address	2424 South Graham Street, Suite 200 Seattle, Washington 98108
Contact / Supervisor	Gina Kwei
Phone Number	206.622.8228
E-mail	Gina.kwei@pdicusa.com
<u>Hourly</u> Pay Rate (indicate a range)	\$12
Employment Period	Summer Only [<input type="checkbox"/>] Academic Year [<input type="checkbox"/>] Summer & Academic Year [<input checked="" type="checkbox"/>]
Hours per week	Summer: full time program 40 hrs/wk [<input type="checkbox"/>] part time program up to 19 hrs/wk [<input checked="" type="checkbox"/>] Academic Year: up to 19 hrs/wk [<input checked="" type="checkbox"/>]

Nature of Business or Organization:

Founded in 1991, PDIC is a leading Seattle-based distributor of interior finishes in the Asia-Pacific region.

Duties and Responsibilities:

Administration - preparing correspondences and other office duties
 Accounting/Finance – Preparing invoice (A/R) and purchase orders (A/P)
 Customer Service – Handling client inquiries and coordinating with vendors.
 Supply Chain/Logistics – Prepare shipments and respective documents: airway bills, commercial invoices and packing lists for courier and freight forwarder shipments, both domestically and internationally. Expediting and follow-up of pending shipments. Managing inventories.

Minimum Qualifications:

Computer-savvy in terms of using applications such as Microsoft Word, Excel and Outlook.
 Have the ability to listen and learn quickly.
 Must be able to work in a fast-paced “time is of an essence” environment.
 Must be detail-oriented. This job requires the ability to work meticulously. Imagine preparing legally-binding contracts.

Educational Benefits:

Real life experience working in a dynamic entrepreneurial setting in the field of international trade.
 Relevant academic fields our business covers:
 Business/Economics/International Studies – We work with clients mainly in the Asia-Pacific (international trade).
 Architecture/Interior Design – We distribute high end interior finishes.

(For Work Study Office Use Only)

JOB NUMBER **65PDI01**

REIMBURSEMENT RATE: FEDERAL _____% **STATE 65%**