

Work Study Job Description

Job Title	Front Office Receptionist
Organization Name	Pacific Northwest Diabetes Research Inst
Job Location	
Address	720 Broadway Seattle WA 98122
Pay Rate	\$9.04 - \$12
Employment Period	Summer, Academic Year
Hours Per Week	Up to 40 hrs/wk, 19 hrs/wk
Contact Supervisor	Jennifer Asbell
Phone Number	206-726-1200
Email Address	jasbell@pndri.org
Website	www.pndri.org

Nature of Organization

Pacific Northwest Diabetes Research Institute (PNDRI) is a 50 year-old nonprofit biomedical research institute working to prevent, treat, and cure diabetes and its complications.

Duties and Responsibilities

This position is the front face of a nonprofit biomedical research institute. You will be responsible for managing, assisting, and welcoming, patients, donors, board members, VIPs, visitors, vendors and staff. In addition you will:

- Efficiently operate the Institutes multi-line telephone system
- Maintain a presence in the lobby, sign visitors in and out, accept deliveries and notify recipients, monitor outgoing deliveries .
- Interact with the Institutes clinical study participants
- Share position with 2-3 others - communicate with fellow students, follow-up on emails/tasks.
- Provide administrative support to various PNDRI projects.

Minimum Qualifications

Must have some experience with telephone and voice mail systems. Must be personable, reliable and demonstrate a pleasant manner and professional appearance to the public, both in person and on the phone.

Competency in Microsoft Word, Excel, and PowerPoint. Strong attention to detail. Organized and a quick learner.

Educational Benefits

A great opportunity to learn how a nonprofit biomedical organization works and functions. Ideal for someone who wants to improve their customer service and relationship building skills. Learn how to use lessons learned in the classroom in real-life situations. Experience in a professional office setting. PNDRI also hosts the occasional BBQ, and holiday and pizza party, attendance is not required but strongly encouraged.

How to Apply

Send a resume and cover letter to hr@pndri.org.

Job Number: 70PNDR01 | Category: Science & Health | Program: Community Service - STA | Reimbursement Rate: 70%