

## Work Study Job Description

<b>Job Title</b>	Office Assistant
<b>Organization Name</b>	Poulson Leadership Consultants
<b>Job Location</b>	2545 ne 95th St. Seattle, WA 98115
<b>Address</b>	2545 ne 95th St Seattle WA 98115
<b>Pay Rate</b>	\$10.00 - \$15.00
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Tarin Foster
<b>Phone Number</b>	206-906-9856
<b>Email Address</b>	admin@poulsonleadership.com
<b>Website</b>	<a href="http://poulsonleadership.com/">http://poulsonleadership.com/</a>

### Nature of Organization

Poulson Leadership Consultants is an executive leadership coaching and training consulting company invested in the transformation of clients and improving the workplace environment of our clients through providing our services.

### Duties and Responsibilities

The desired responsibilities for an office assistant would be to work directly with the Director of Client Services primarily scheduling clients and doing other various office duties.

### Minimum Qualifications

The minimum qualifications for an office assistant would be a student in good academic standing, have a good understanding of Microsoft Office, **DETAIL ORIENTED**, be self driven, have knowledge of office procedures, awareness of professional coaching industry, and be dependable and punctual.

### Educational Benefits

The educational benefits of working for Poulson Leadership Consultants is working in a competitive work environment, gaining practical business skills, as well as knowledge of professional coaching.

### How to Apply

Contact us at:

Phone: 206-906-9856

Email: [admin@poulsonleadership.com](mailto:admin@poulsonleadership.com)

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Job Number: 40POUL01 | Category: Office & Administrative | Program: State | Reimbursement Rate: 40%