

## Work Study Job Description

<b>Job Title</b>	Front Office Receptionist
<b>Organization Name</b>	Pacific Northwest Diabetes Research Inst
<b>Job Location</b>	720 Broadway, Seattle, WA
<b>Address</b>	720 Broadway Seattle WA 98122
<b>Pay Rate</b>	\$9.04 - \$12
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	40 hrs/wk, 19 hrs/wk
<b>Contact Supervisor</b>	Michael Toney
<b>Phone Number</b>	206-860-6775
<b>Email Address</b>	mtoney@pndri.org
<b>Website</b>	<a href="http://www.pndri.org">http://www.pndri.org</a>

### 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:

- Maintain a presence in the lobby, sign visitors in and out, accept deliveries and notify recipients, monitor outgoing deliveries .
- Interact with the Institute's 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. A great opportunity 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. This position offers short and long-term projects with a very collaborative and professional (also fun) staff.

PNDRI also hosts the occasional BBQ, and holiday and pizza

### **How to Apply**

Send a resume and cover letter to [hr@pndri.org](mailto:hr@pndri.org)

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