

Work Study Job Description

Job Title	Receptionist / Administrative Assistant
Organization Name	Cascadelink, Inc.
Job Location	SODO
Address	3201 1st Ave S Suite 209 Seattle WA 98134
Pay Rate	\$11.00 - \$13.00
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Dave Wills
Phone Number	206-774-3660
Email Address	dave@cascadelink.com
Website	http://www.cascadelink.com

Nature of Organization

Cascadelink is a cutting edge industry disrupting Internet Service Provider. We were the first to deploy truly Ultra Fast Internet in Seattle, something that the cable and phone companies havent been able to do. Were growing rapidly and are looking for solid people who can help us grow even further.

Duties and Responsibilities

Answer incoming calls and direct to appropriate internal staff Field general sales questions Place customer orders online Help with promos/marketing collateral as needed General office organization Other duties as needed

Minimum Qualifications

High school diploma Customer service experience. Basic technical knowledge Excellent oral & written communication skills. Attention to detail & accuracy Highly organized & flexible. Able to multitask & meet changing deadlines Comfortable working independently and completing projects with limited supervision Trustworthy and able to maintain staff confidentiality. Experience with Google Mail, Calendar, Docs, & Chrome preferred. Excellent attitude, self starter & team player

Educational Benefits

You will have a lot of opportunity to learn about business, technology, and customer service. Working closely with our Chief Operating Officer and Account Managers, you will gain experience in a start up environment.

How to Apply

email resume to dave@cascadelink.com include UW Work Study: Receptionist/Administrative Assistant.

Job Number: 40CLIN01 | Category: Office & Administrative | Program: State | Reimbursement Rate: 40%