OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

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

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