



SeaCast Inc., is currently looking for an experienced Executive Assistant/Receptionist with foundry and/or manufacturing experience. Established in 1985, SeaCast Inc., a Washington State investment casting foundry operates two full service foundries in Marysville, and Seattle WA.

The Executive Assistant/Receptionist provides high-level administrative support to company executives performing clerical functions such as; preparing correspondence, creating reports, receiving visitors, filing, obtaining supplies, making special arrangements for guests, assembles highly confidential and sensitive information and works on special projects when required.

This position deals with a diverse group of important external clients and visitors as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize and organize a diversified workload.

#### ESSENTIAL JOB FUNCTIONS:

---

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Answer phone calls and direct calls to appropriate parties or take messages. Fields/answers all routine and non-routine questions. Works in cooperation with other departments to cover phones.
- Creates reports, memos, letters and other documents using word relevant computer software. Proofreads copy for spelling, grammar and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.
- Schedules and organizes complex activities such as meetings, travel, conferences and department activities for all members of the department.
- Establishes, develops, maintains and updates filing system. Retrieves information from files when needed.
- Organizes and prioritizes large volumes of information and calls.
- Sorts and distributes mail, including faxes. Drafts written responses or replies by phone or e-mail when necessary. Responds to regularly occurring requests for information
- Acts as a liaison with other departments and outside agencies, including high-level clients. Handles confidential and non-routine information.
- Greet visitors and determine whether they should be given access to specific individuals.
- Perform general office duties such as ordering supplies and maintaining records management database systems.
- File and retrieve corporate documents, records and reports.
- Open, sort and distribute incoming correspondence
- Make travel arrangements for executives when necessary.

#### JOB KNOWLEDGE, SKILLS AND ABILITIES:

---

- Knowledge of general executive administrative principles

- Proficiency in MS Office, including the ability to generate and interpret spreadsheet data
- High degree of accuracy, attention to detail and confidentiality
- Excellent data entry skills
- Excellent analytical, problem solving and decision making skills
- Effective verbal, listening and written communication skills
- Effective organizational, stress, composure, and time management skills
- Demonstrates a sense of urgency and ability to meet deadlines
- Ability to work independently or as a team member
- Ability to work with a diverse group of people
- Customer service and negotiation skills
- Ability to read and write English, follow verbal instructions

**MINIMUM REQUIREMENTS:**

---

- 3-4 years of experience in the field or in a related field
- Basic understanding of principles of executive administrative duties
- Experience with a manufacturing company highly desired