

Island Home Center & Lumber

Executive /Administrative Secretary (Part-Time or Full-Time)

Location: Vashon Island

Position Type: Part-Time 3 days a week: Tuesday, Wednesday, Thursday, or Full-Time Monday to Friday

Overview:

We are seeking a highly organized, detail-oriented, and adaptable Executive/Administrative Secretary to support our team on a part-time basis. The ideal candidate will possess a professional and personable demeanor, enjoy working with people, and be able to handle a variety of administrative tasks with precision. If you're someone who thrives in a fast-paced environment, has excellent computer skills, and is eager to learn, we'd love to hear from you!

Key Responsibilities:

- Provide administrative support to executives and team members
- Manage schedules, appointments, and calendars
- Prepare and format reports, presentations, and other documents
- Support marketing efforts, such as drafting emails, creating social media content, or organizing promotional materials (marketing experience is a plus).
- Assist in the organization of meetings and events
- Communicate with clients, stakeholders, and vendors as needed
- Assist with managing emails and correspondence for executives

Skills & Qualifications:

- Proficient in Microsoft Office Suite (Word, Excel, SharePoint)
- Strong attention to detail and excellent organizational skills
- Excellent communication and interpersonal abilities
- A fast learner with the ability to pick up new software quickly
- Positive, approachable, and adaptable personality

- A background in marketing or accounting is a plus, but not required
- Ability to work independently and as part of a team

Personal Characteristics:

- Highly reliable and responsible
- Positive attitude with a willingness to learn
- Strong multitasking abilities with a focus on accuracy
- Self-motivated and able to take initiative
- Professional appearance and demeanor

Benefits:

- Flexible, part-time work scheduled 3 days a week, 9 to 4:30
- Possible full-time with added Accounts Payable support.
- Opportunity to grow and develop professionally
- Collaborative and supportive work environment
- PTO, 401k, Med and Dental insurance
- Compensation of \$22 to \$34 hourly, depending on qualification and experience

If you're a motivated individual who enjoys administrative tasks and working with a dynamic team, apply today at islandlumber.com by clicking on the Employment tab. Please attach your resume and availability.