We offer competitive salary, great benefits, and work that matters to our community.

The Organization

Seattle Housing Authority (SHA) is a growing, innovative, and mission-driven Agency based in Lower Queen Anne, Seattle. We are committed to advancing housing equity throughout the city, and creating a supportive, inclusive workplace for the 650+ employees who propel SHA's mission forward every day. Through our work, we expand housing opportunities for all, cultivate strong communities, and improve quality of life for our citizens and neighbors. We are best known for centering care and respect in our relationships with clients and leading with a deep commitment to race and social justice equity.

SHA's passionate and talented workforce have elevated the organization into a nationally recognized leader in housing and development. We believe in a workplace where "everyone" means "everyone," and creating an environment where employees can do their best work is the right thing to do. SHA fosters an inclusive culture where employees are celebrated for being exactly who they are and valued for their unique perspectives shaped by their lived experiences. SHA employees enjoy competitive pay and holistic benefits, flexible and alternative work arrangements, robust learning and development opportunities, career development, employee assistance program, and several affinity groups to help staff feel connected to themselves and their peers.

Every now and then self-assurance holds us back from chasing opportunities. Studies have shown that women and people of color are less likely to apply for their dream job if they don't meet every qualification. At Seattle Housing Authority, we are dedicated to building a diverse, inclusive, and authentic workplace that celebrates your identity and the background you bring with you. We don't believe there's only one 'perfect' candidate and encourage you to apply even if you don't meet every qualification. You may just be the candidate we're looking for!

The position:

Our IT department is seeking to fill an **Executive Assistant Position** to provides highly confidential, complex, and responsible administrative and analytical support to senior management staff. Interfaces with high level internal and external contacts requiring considerable discretion and initiative. Manages the procure to pay process for Information Technology. Enter Purchase Orders, track through vendor delivery. Monitor invoices and procurement initiatives to successful completion. Track IT expenses to measure against the approved budget. Coordinates schedules for meetings, arranges appointments, and schedules visitors. Works independently in answering calls and correspondence. Research background and technical material and collects data for effectiveness of IT projects and service level metrics.

The **Executive Assistant** will be paid, **$30.56 - $45.84 per hour D.O.E, Knowledge, Abilities.**

The ideal candidate has:

- **Proof of vaccination on first day of employment.** Please read our [vaccination policy](#).
- Bachelor's Degree in business, public administration, or a related field (or any combination of education and experience that provides an equivalent background required to perform the work of the class)
- Valid Washington driver's license with fully insurable driving record.

What will you be doing?

- Provides complex executive support for senior management. Coordinates schedules for meetings, arranges appointments, and schedules visitors. Works independently in answering telephone calls and routine email and written correspondence for directors
- Manages the Procure to Pay process for IT. Enter work with IT managers, enter help manage procurement process, enter purchase orders, monitor invoices as they are entered into the invoice workflow process, ensure all required data and back-up material is available
- Track all IT expenses to measure against approved IT Budget. As invoices are paid, ensure they are entered into the internal IT budget spreadsheets with appropriate data.
- Assists in handling internal confidential issues; assists IT management in the development and administration of discipline and performance appraisals; monitors and/or participates in the development and coordination of technology training programs.
- Assist IT managers in the recruitment process for open positions. This may entail entering the job requisition, tracking approval process and scheduling interviews.
- Performs data management and technical reporting duties; performs intranet website page development, content updates and publishing, and related technical support.
- Prepares vendor payments within budgetary constraints, tracks payments, and maintains supplies and equipment inventories.

- Coordinates and participates in the development and assembling of the IT annual budget proposals; participates, coordinates and follows-up on preparation of department budgets; and performs budget expense tracking throughout the year.
- May serve as team leader for, or personally carries out special studies, projects, or reports; serves on special task forces and committees; makes recommendations on administrative or operational policies, procedures, and systems; and prepares operating instructions, research reports, policy and procedures statements and other written materials.
- Performs related duties as assigned.

For additional information on the job, please see the full posting.
For information on our hiring practices, see our diversity policy and equity policy.

To apply please click here