



*Opening doors to a better life*

## Administrative Assistant 3/ Receptionist

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**Posting Date:** July 23, 2025

**Closing Date:** Open Until Filled. *Applicants are encouraged to apply as soon as possible. First review of applications is August 6, 2025.*

**Salary:** \$3,925 - \$5,271 Monthly

**Location:** Hybrid remote and onsite at 1000 2<sup>nd</sup> Ave., Suite 2700, Seattle, WA  
Our office is located in downtown Seattle's Financial District on 2<sup>nd</sup> Avenue and Spring Street and is within walking distance to Pike Place Market and Seattle's scenic waterfront.

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**\*\***In addition to the salary posted above, this position is currently receiving an additional 5% premium pay due to the position being in King County.

The Washington State Housing Finance Commission (WSHFC) is currently recruiting for a full-time, permanent Receptionist position in the Administration division.

The Administration Division is responsible for the oversight and support of all divisions and programs of the Commission. The Administration Division also supports the board of Commissioners who provide oversight and approval of Commission policies and programs.

This position serves as the Administrative Assistant and Receptionist for the Housing Finance Commission. As the first point of contact for most clients and partners, the Administrative Assistant must be a highly professional, customer service-oriented member of the team.

The duty station for this position is Seattle, WA. The work associated with this position will be performed onsite. Employees must reside in Washington state and within a reasonable distance of our worksite to respond to workplace reporting requirements.

### **Who we are:**

The Commission is a market-driven and self-supporting agency created to provide below-market rate financing for building, purchasing, or preserving affordable housing and nonprofit capital facilities. The Commission functions as a financing conduit between developers, lenders, first-time home buyers, real estate professionals, and nonprofit organizations to provide affordable financing for homes, rental housing, civic and social services facilities, energy conservation projects and first-time farmers and ranchers.

We believe that creating a diverse, inclusive, and equitable environment is important and vital to the success of the Commission. We believe in working together to create an environment free from harassment and discrimination and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual.

### **Principal Responsibilities:**

- Serve as the primary point of contact, providing exceptional customer service and managing all incoming communications for the Commission.
- Operate a multi-line phone system and direct inquiries, ensuring efficient and accurate routing of calls and visitors.
- Provide essential administrative support across various divisions, including general office tasks, correspondence, and special projects.
- Support Homeownership program operations through precise data entry, technical assistance to external partners, and managing program-related documentation.
- Maintain database integrity by accurately inputting and updating contact and program-related information in systems like Salesforce and HomeBase.
- Ensure front-office security and manage visitor protocols, contributing to a safe and professional environment.
- Handle incoming mail, faxes, and packages, ensuring timely distribution and organization.

**We are most interested in candidates who meet or exceed the following criteria:**

- Excels at providing excellent customer service as the initial point of contact for all callers and visitors.
- Proficient in operating multi-line phone systems, accurately directing inquiries, and communicating clearly and professionally, both verbally and in writing.
- Competent at maintaining office security, including managing visitor access and issuing badges.
- Ability to quickly learn and apply knowledge of Commission programs (e.g., Homeownership, Multifamily Housing) to assist callers and visitors accurately.
- Demonstrated experience in preparing correspondence and reports using word processing, spreadsheet, and database applications
- Capable of handling general office duties, including sorting mail and routing packages
- Skilled in accurate data entry

**Desirable Skills:**

- High school diploma or equivalent
- Demonstrated experience in a clerical, office, or administrative position
- Working knowledge of Microsoft Office and Salesforce

**A combination of skills, abilities, experience, and education may be substituted to demonstrate that you are qualified for this position. If you don't meet all the qualifications, we still encourage you to apply. We value diverse experiences and perspectives, and you may have skills that are a great match for our team**

**Benefits:**

We offer a generous benefits package that includes a full array of family medical, dental, life and long-term disability insurance coverage; a state retirement plan; deferred compensation; 12 paid holidays; paid vacation, sick and military leave; subsidized bus, train, or ferry passes; credit union memberships; alternate workweek schedules, and telecommuting.

**Application Procedures:**

Applicants who meet the qualifications are asked to submit **all** the following items to be considered for this position:

- Completed NEOGOV online application: Please use the following link to do so:  
<https://www.governmentjobs.com/careers/washington/jobs/5018471/administrative-assistant-3-receptionist>

- Cover letter describing how your skills and experience align with the stated job responsibilities and qualifications.
- List of three or more professional references **(all references must be current and/or former supervisors)**,
- Current resume indicating relevant experience, knowledge, skills, and education.

**Web Site:** <http://www.wshfc.org>.

**Applicants are encouraged to apply as soon as possible. The recruitment process will remain open until filled. First review of applications is August 6<sup>th</sup>, 2025.**

Please include your name and pronouns in your application to ensure we address you appropriately throughout the application process.

To qualify and receive veteran's preference, you must attach a copy of the discharge, DD214 or NGB Form 22, with your application materials.

By submitting the application materials, you are indicating that all information is true and correct to the best of your knowledge. You understand that the Housing Finance Commission may verify information and that untruthful or misleading information is cause for removal from the applicant pool or dismissal if employed. Only those individuals who clearly demonstrate the stated qualifications will be considered.

The Washington State Housing Finance Commission is committed to providing equal employment, job assignments and promotional opportunities to all qualified applicants and employees. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. We are committed to providing reasonable accommodation to all staff as needed. Women, black, Indigenous and people of color, persons with disabilities, persons over 40 years of age, all honorably discharged veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact the WSHFC Recruiting Team at [Christopher.vasquez@wshfc.org](mailto:Christopher.vasquez@wshfc.org) or at (206) 287-4439.