



WASHINGTON STATE  
HOUSING FINANCE  
COMMISSION

*Opening doors to a better life*

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## Administrative Assistant / Receptionist

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**Posting Date:** April 15, 2026

**Closing Date:** Open Until Filled. *Applications will be reviewed on a rolling basis, with first review of applications on April 29, 2026.*

**Salary:** \$22.56 to \$30.29 Hourly depending on qualifications.

**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 is seeking an Administrative Assistant and the receptionist for 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 provides support to the Admin Division and performs general support duties for the entire Commission. They are the first point of contact for clients and partners who visit the Commission's office. The incumbent 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 through a hybrid schedule, four days per week onsite. This may increase based on business needs. 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 for the Commission by operating a multi-line switchboard, greeting visitors, and managing front-office security and the general agency inbox.
- Provide administrative support for the Administration Division, including drafting reports, managing travel logistics, processing reimbursements, and handling event registrations.
- Offer technical assistance to lenders, real estate agents, and the public regarding Homeownership programs while ensuring accurate data entry into agency databases.
- Coordinate daily mail and logistics, including routing incoming faxes/packages, preparing outgoing shipments (USPS, FedEx, UPS), and managing conference room reservations.
- Perform Notary Public duties and assist the Administrative Assistant 5 (Supervisor) with special projects and various agency-wide tasks.
- Facilitate meeting preparations by managing signage for Commission meetings and providing logistical support for external partners

## **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 route packages
- Skilled in accurate data entry
- Ability to take action to learn and grow: Takes responsibility for increasing skills in new technologies and skills to make government programs and processes more efficient and effective to serve all Washingtonians.
- Ability to take action to meet the needs of others: collaborating across diverse backgrounds and customer-service focused, while demonstrating a willingness and ability to empathetically respond to the unique needs of the people they work with and serve.

## **Preferred/Desired:**

- 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/Salary:**

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.

The hiring range for this position is \$22.56 to \$26 Hourly. However, the full salary range for this position is \$22.56 to \$30.29 Hourly. We may go higher based on the following: experience, internal equity, and market. Salary is negotiable.

**Application Procedures:**

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

- Completed NEOGOV online application:  
<https://www.governmentjobs.com/careers/washington/jobs/5309886/administrative-assistant-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 supervisor/managers)**
- 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 be open until filled. First review of applications is April 29, 2026.**

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.