



POSITION ANNOUNCEMENT

Administration

Executive Assistant to the President

Part-time (30 hours per week)

APA is seeking an Executive Assistant to provide high level administrative support to the APA President. This position requires a detail-oriented and adaptable individual capable of managing diverse tasks and responsibilities. The Executive Assistant will work from the APA campus.

Responsibilities:

The Executive Assistant is responsible for coordinating and optimizing the workflow for the President, ensuring seamless communication, project management, and organizational support. Some of these responsibilities are:

PROJECT SUPPORT:

- Provide leadership to build relationships crucial to the success of the Association and manage a variety of special projects for the President.
- Research, prioritize, and follow-up on incoming issues and concerns addressed to the President, including those of a sensitive nature. Determine appropriate course of action, referral, or response.
- Prioritize conflicting needs; handle matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures.

BOARD SUPPORT:

- Coordinate and prepare materials for board and committee meetings.
- Coordinate logistics for committee meetings, take minutes and distribute action items.
- Maintain accurate records of board-related documents, resolutions, and policies.
- Assist Board members with travel and meeting planning as needed.
- Maintain discretion and confidentiality in relationships with Board members.
- Assist in the drafting of meeting minutes.

MAIL PROCESSING:

- Receive, sort, and distribute incoming mail and packages to the appropriate staff.
- Process outgoing mail, including the preparation of packages, and coordinating shipments.

SPECIAL EVENT PLANNING AND SUPPORT:

- Coordinate logistics for special events and company functions.
- Collaborate with internal and external stakeholders to ensure successful event execution.
- Manage invitations, RSVPs, and communication related to special events.
- Ensure special events are staffed as needed.

Minimum Qualifications:

Education

This position requires a high school diploma or equivalent, bachelor's degree preferred, and 5 + years of experience supporting a senior executive.

Requirements

- Extremely proficient with Microsoft Office applications including Word, Excel, Access, PowerPoint, and Outlook with the ability to learn new or updated applications.
- Excellent verbal and written communication skills with a keen attention to detail.
- Excellent organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly.
- Excellent time management skills with proven ability to meet deadlines.
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.
- Demonstrated proactive approaches to problem solving with strong decision-making capabilities.
- Demonstrated skill at reviewing content, identifying, and correcting grammar, spelling, punctuation and other errors.
- Proven ability to handle confidential information with discretion.

The Company:

APA is a non-profit trade association whose members manufacture the majority of the structural wood panel products manufactured in North America, plus a host of engineered wood products that include plywood, oriented strand board, glued laminated timber (glulam), cross-laminated timber (CLT), wood I-joists, structural composite lumber, and mass timber.

Compensation and Benefits:

This is a part-time (30 hours per week), benefit eligible position. The wage range for this position is \$33.00 to \$38.00 per hour. The starting rate is dependent upon experience. Benefits include:

- Paid vacation with a minimum of 3 weeks per year.
- Paid sick leave accruing at 12 days per year.
- 401(k) Retirement Plan.
- 11 paid holidays for 2024.
- Medical, dental and vision for employee and dependents.
- Life and Accidental Death & Dismemberment insurance.
- Long-Term Disability insurance.
- Employee Identity Theft Protection.

The complete job description is available upon request.

To Apply:

For confidential consideration, qualified applicants should submit a cover letter and resume to hr@apawood.org. We thank all applicants for their interest, however only those under consideration for the role will be contacted.

If you require reasonable accommodation in completing the application process, interviewing, or otherwise participating in the employee selection process, please direct your inquiries to the

Human Resources Manager by email at hr@apawood.org or by mail to HR Manager, 7011 S 19th St, Tacoma WA 98466.

For more information, please visit our website at www.apawood.org.

APA is an Equal Opportunity Employer.