



Admin Assistant

Western Washington Medical Group is looking for a dedicated **Admin Assistant** to provide essential operational support at our corporate office. This is a **full-time (1 FTE)** position reporting directly to the **Director of Patient Financial Services and Payer Strategy**. This role is ideal for a detail-oriented professional who enjoys a variety of tasks ranging from front-office hospitality to supporting our Finance and Payroll departments.

Key Responsibilities

- **Front Office & Logistics:** Receive and announce visitors, manage incoming deliveries (FedEx, UPS, USPS), provide light phone support, and coordinate lunch orders for corporate staff.
- **Mail & Financial Processing:** Collect mail from the locker, process and scan incoming items, prepare bank check deposits, and assist the Finance team with mailing out refunds.
- **Departmental Support:** Provide administrative assistance to Finance and Payroll, including scanning archives, printing reports, and filing or emailing documents.
- **Facility Coordination:** Maintain the mail/supply room, purchase office and kitchen supplies, and ensure conference rooms are clean and prepared for use.
- **General Maintenance:** Manage copier service and supplies and ensure office plants are watered weekly.
- **Team Collaboration:** Our team is dynamic, and as such, this list of responsibilities is intended to describe the general nature of the role. You may be asked to help with other projects or duties as we grow and evolve together to best serve our patients and staff.

Qualifications & Requirements

- **Education:** High school diploma or GED equivalent.
- **Experience:** Previous experience in a healthcare setting is preferred but not required.
- **Physical Demands:** This is a "light" physical demand position requiring the ability to sit for extended periods and use a telephone, keyboard, and monitor.

Compensation & Benefits

- **Wage Scale:** \$23.00 – \$26.00 per hour, depending on experience.
- **Health & Wellness:** Comprehensive Medical, Dental, and Vision insurance.
- **Financial Security:** 401(k) plan with a generous profit share and match, plus AD&D, LTD, and Basic Life insurance.
- **Paid Time Off:** Two weeks of vacation time accrued per year, 9 paid holidays, and sick time accrued per Washington State law.
- **Company Culture:** Join a family-friendly, people-focused workplace.

To Apply: please send cover letter and resume to: pcaquiat@wwmedgroup.com

Western Washington Medical Group is an Equal Opportunity Employer. We celebrate diversity and inclusion and welcome applications from qualified candidates, regardless of race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected veteran status or any other characteristic protected by applicable federal, state or local law.