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**Pike Place Market Preservation & Development Authority (PDA)**

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**POSITION TITLE:** Human Resources and Office Coordinator **CREATED:** June 2022

**GRADE:** (H) **FLSA STATUS:** Exempt

**REPORTS TO:** Director of Human Resources

**POSITION SUMMARY:**

Primary responsibilities include processing human resources documents, conducting new employee orientations; processing new hire and termination documents, recruiting, assisting the Human Resources Director with other benefits and generalist duties. Operate the front office, maintain and order supplies, and engage with the public as necessary.

**ESSENTIAL FUNCTIONS:**

**Human Resources Functions**

- Ability to recruit for operations and administrative positions
- Maintain employee files both electronic and paper
- Prepare new hire and termination paperwork
- Maintain job descriptions and coordinate website postings
- Assist with internal training program
- Assist with annual performance reviews
- Coordinate staff related events and programs
- Enter all employee master information into staff HRIS management system
- Prepare spreadsheets as directed by management. Including budget preparation and pension data for annual allocation
- Coordinate supplies with first aid and supply vendors

**Office Administrator Functions**

- Answer telephone and forward calls to the appropriate staff member, including security and maintenance emergencies on the radio.
- Receive visitors who come into the office, and give directions to other Market businesses when necessary.
- Maintain adequate supply of informational handouts in the front desk area.
- Maintain Kitchen supplies and monitor machines for service
- Serve as general information resource to Market tenants, staff, and visitors.
- Understands workings of various PDA departments and Council
- Keep informed on Market tenants, staff, and visitors. Keep informed on Market, meetings, events and businesses through reading department newsletters, and other documents as appropriate.
- Screen and work to solve merchant and other tenant problems; refer them to the appropriate staff member when necessary.
- Maintain and order office supplies as needed
- Sort and distribute incoming mail to individual mail slots at in-house mail station.
- Stamp and deliver out-going mail to postal pick-up locations.
- Stamp insurance forms, complaint forms and resumes.

**OTHER DUTIES:**

- Project work as assigned
- Assist community with general Market questions

- Assist with meeting minutes as necessary
- Assist Payroll and Benefits Manager as needed
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Two year college degree with emphasis in Human Resources, or Administration.
- Knowledge in use of HRIS software, preferably ADP, Microsoft excel and other products
- Accuracy in detail work and ability to meet deadlines while under pressure.
- Ability to give cheerful and helpful customer service.
- Experience hiring hourly employees
- Demonstrated ability with training and development programs
- Ability to assist with employee relations
- Ability to work well with a variety of personalities.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

Duties are performed in the PDA office which is non-smoking, and subject to temperature variances due to western exposure. Work environment is fast-paced and requires the ability to work under pressure. Work areas are small due to lack of space. Job requires the ability to sit for long periods of time, to work with many interruptions, and to lift approximately 25 pounds. Requires the ability to respond assertively and calmly in emergencies and when handling confrontations. Requires physical ability to operate a telephone system, computer keyboard, and ten key. Covid Vaccination required.

**The Pike Place Market PDA is an equal opportunity employer and encourages applications from persons of diverse backgrounds and perspectives.**