



Washington Research
FOUNDATION

Nonprofit grant-making and venture investment organization on east Lake Union in Seattle has a part-time opening (25 hours per week) for a receptionist/administrative assistant.

Important qualities:

- Professional, welcoming manner
- High level of customer service
- Strong organizational skills
- Flexibility
- Interest in learning new things, particularly relating to grant-making and venture investments
- Previous reception experience
- MS Office familiarity

Duties will vary greatly, but include:

- Greeting guests and answering phones
- Purchasing office supplies
- Overseeing meeting rooms usage and kitchen areas
- Arranging travel
- Scheduling
- Event planning
- Data entry
- Varied project support
- Opening and/or closing office as agreed

Most importantly, we are looking for an outgoing, friendly individual that will work well with our close-knit team and provide a high level of support with an excellent attitude. College degree or knowledge of academic/research environments preferred. Favored hours are 8:00 a.m. to 1:00 p.m., Monday to Friday.

To apply, please send resume and cover letter to lisa@wrfcapital.com.

We realize that there are great candidates who won't have experience of all of the activities described above. If you believe you would be a good fit for the role and our organization, we encourage you to apply.

About Washington Research Foundation

Washington Research Foundation (WRF) supports research and scholarship in Washington state, with a focus on life sciences and enabling technologies.

WRF was formed in 1981 to assist universities and other nonprofit research institutions in Washington state with the commercialization and licensing of their technologies. WRF is recognized as one of the foremost technology transfer and grant-making organizations in the nation, having earned more than \$444 million in licensing revenue for the University of Washington and providing over \$98 million in grants to the state's research institutions to date.

WRF Capital, the Foundation's venture investment arm, has funded 98 local startups since 1994. Returns support WRF's grant-making activities.

For additional information, please visit www.wrfseattle.org.