



JOB OPPORTUNITY

Job Title: Environmental Support Clerk
Reports To: Environmental Services Manager
Job Location: Seattle, WA
Hours/Schedule: Full Time

ROLE AND RESPONSIBILITIES

- Develop cost summary.
- Record and calculate invoices.
- Take inventory and place orders for supplies.
- Keep track of purchase orders, document the changes, and update/renew records.
- Check deliveries and put them into storage.
- Support front desk, maintenance, or housekeeping when necessary.
- Type and file documents for the Environmental Services Department.
- Other duties as assigned by Environmental Services Manager.

MINIMUM QUALIFICATIONS

- High school diploma or its equivalent.
- Bilingual in English and Chinese is highly preferred.
- Proficiency in computer & software skills (e.g. Email, Word, Excel, Internet).
- Food services experience preferred.

TO APPLY: Please send resume to Hiring Manager via staffing@kinon.org. Only qualified individuals being considered will be contacted for an interview.

ABOUT KIN ON

Kin On is a non-profit organization rooted in the Asian community for more than 30 years. Kin On's mission is to honor, support, and advocate for our Asian elders and families in the Puget Sound region by offering culturally and linguistically appropriate health, social, and educational services. Kin On is creating an age friendly campus which includes a 24/7 skilled-nursing facility, Rehab and Care Center, Assisted Living Facility, Adult Family Home, Home Care Services, Family Caregiver Support, Chronic Care Management Services, and Health Living Program.

Kin On is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, gender, sexual orientation, gender identity and/or expression, creed, national origin, age, disability, genetic information, ancestry, citizenship, marital status, veteran and/or military status or any other legally protected status. No question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law. Kin On participates in E-Verify.