

Administrative & Operations Assistant

Position: Administrative & Operations Assistant

Schedule: 11–4 M–F is the normal schedule, but hours may vary based on business needs

Location: Puyallup, WA

Pay Range: \$20–\$25/hour

Rainier Daily Money Management is looking for a dependable, tech-savvy person to provide administrative and operational support across Rainier DMM, Raini Days, and related projects.

This is a varied role for someone who enjoys learning, staying organized, using technology, working with people, and helping keep things moving behind the scenes. We are willing to train the right person and are more interested in aptitude, reliability, curiosity, and willingness to learn than a long list of prior experience.

The role will evolve based on the strengths of the person hired and the needs of the businesses. We are looking for someone who can learn with us and gradually take ownership of more responsibilities.

Responsibilities

- General office and administrative support
- Data entry, document organization, scanning, filing, and recordkeeping
- Microsoft 365-based work, including Outlook, Word, Excel, SharePoint, OneDrive, Lists, and Teams
- Clerical work in QuickBooks Online
- Scheduling, reminders, follow-up, and project tracking
- Support for Raini Days downsizing and estate projects
- Online sales support, including inventory, photos, research, listings, packing, and shipping
- Occasional research, cataloging, and administrative support for Raini's Crossroads
- Limited personal-assistant tasks and errands
- Occasional support at events and off-site projects

We're Looking For Someone Who

- Is dependable, organized, and detail-oriented

- Is technology savvy and comfortable learning new software and systems
- Has a working knowledge of Microsoft 365
- Is comfortable using AI tools and interested in learning how to use them effectively in a business setting
- Has an entrepreneurial mindset and enjoys learning, problem-solving, and finding better ways to get things done
- Enjoys working with people of different ages and backgrounds
- Can work comfortably with people across generations and adapt to different levels of technology knowledge and comfort
- Communicates well and is comfortable asking questions
- Can work independently after training
- Is willing to handle both routine tasks and new projects
- Takes confidentiality and information security seriously
- Has initiative and can eventually recognize what needs to be done without being asked
- Respects all individuals regardless of race, gender, religion, socioeconomic background, or education
- Has a valid Washington State driver's license, current auto insurance, and reliable transportation

Due to the sensitive nature of our work, discretion and confidentiality are essential. Employment is contingent upon a satisfactory background check.

This position may include work outside the office, including client locations, downsizing projects, events, errands, and other local business activities. Hours may vary depending on projects and business needs, so schedule flexibility is important.

Previous administrative, bookkeeping, inventory, online sales, QuickBooks, or related experience is helpful, but not required.

The goal is for the person in this role to grow over time:

Learn → Assist → Take Ownership → Anticipate

At first, that may mean completing tasks after being shown how. Over time, success means taking ownership of recurring responsibilities, noticing what needs attention, and helping keep things moving without waiting to be asked.

To apply, please send cover letter and resume to: ksiegrist@rainierdmm.com