



OREGON & SOUTHERN IDAHO LABORERS-EMPLOYERS TRAINING TRUST FUND

PORTLAND TRAINING CAMPUS: 17242 NE SACRAMENTO ST, PORTLAND, OR 97230 - Phone: 541-745-5513

IDAHO FALLS TRAINING CENTER: 580 W. 19th STREET, IDAHO FALLS, ID 83402 - Phone: 208-542-6240

apprenticeship@osilaborerstraining.org

The Oregon & Southern Idaho Laborers-Employers Training Trust Fund (OSILETT) announces the opening for a full-time Front Office Assistant at our Portland, Oregon Training Center. OSILETT is seeking talented, energetic, member-centered applicants to help provide current and future training opportunities while supporting the highest training standards in the Construction Industry.

JOB DESCRIPTION: FRONT OFFICE ASSISTANT

JOB SUMMARY: The Office Assistant will be a highly resourceful individual, who is comfortable working in a fast-paced environment. The right candidate needs to be able to work well under pressure, exercise good judgment in a variety of situations, multi-task efficiently and maintain a professional attitude.

IDEAL CANDIDATE:

- Be proactive when working on daily tasks and projects
- Demonstrate the highest level of customer service, professionalism and courtesy
- Ability in managing multiple priorities
- Handle confidential information with discretion and in accordance with all laws and regulations
- Be a great team player and work well independently

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed with or without reasonable accommodations.

DUTIES, RESPONSIBILITIES, AND FUNCTIONS (INCLUDE BUT ARE NOT LIMITED TO):

- Greet students, visitors, and staff in person or by phone; answering or directing inquiries
- Maintain calendar- updates class schedules /schedules instructors/ events/ meetings/and appointments as necessary.
- Help prepare and keep records of class registration packets and lodging for students
- Track class registrations and class tally
- Enter and tack data entry documents, as well as populate reports as requested
- Perform clerical and other duties as assigned.
- Conduct maintains correspondence, documents, files, databases, and other organizational and administrative systems regularly
- Process and respond to incoming mail and emails as directed

QUALIFICATIONS:

- High School Diploma or equivalent.
- Strong work ethic and positive attitude
- Self-motivation, initiative, and problem-solving skills
- Excellent organizational and time management skills

- Professional and friendly customer service
- Excellent oral and written communication skills
- Knowledgeable in technology skills, such as using Microsoft programs (Word, PowerPoint, Excel), Google Drive, Documents, & Sheet, and data entry.
- Other computer skills
- Strong writing & grammar skills

PREFERRED QUALIFICATIONS:

- Experience working in an office setting
- Bilingual (Spanish/English)

PHYSICAL REQUIREMENTS: Essential functions of this position require:

- On a continuous basis, sit at a desk for long periods of time or stand for long periods.
- Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means
- Able to work in outside work environments on occasion
- Lift or carry a weight of 10-40 pounds at certain times.
- May be performing limited physical labor such as moving materials, boxes and carrying tools or small equipment.

COMPENSATION AND BENEFITS:

- Salary commensurate with experience
- Medical, retirement, sick days and vacation benefits

Application:

Submit resume and cover letter to Training Director **Aida Aranda** at aaranda@osilett.org

Deadline for resume submission is August 14, 2020