



## **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. 19<sup>th</sup> STREET, IDAHO FALLS, ID 83402 - Phone: 208-542-6240

[apprenticeship@osilett.org](mailto:apprenticeship@osilett.org)

The Oregon & Southern Idaho Laborers-Employers Training Trust Fund (OSILETT) announces the opening of a full-time Front Office Assistant at our Portland, Oregon Training Center & Campus.

### **JOB DESCRIPTION: Front Office Assistant**

**JOB SUMMARY:** The Front Office Assistant, under the guidance of the Director, will be responsible for handling all telephone and reception duties and performing all clerical duties related to Training and Apprenticeship in a timely and professional manner.

**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 accommodation.

### **DUTIES, RESPONSIBILITIES, AND FUNCTIONS:**

1. Specific Duties
  - a. Greet members and all others in person or by phone; answers or directs inquiries about program entry. Direct Training Center visitors to appropriate locations as necessary.
  - b. Update and distribute class schedules, confirm instructor assignments.
  - c. Process lodging and daily class lunches for all students, managing class notices & attendance records.
  - d. Prepare & process class instructor/student packets.
  - e. Perform data entry, administrative and other clerical duties as assigned, and assist other staff as needed.
  - f. Manages program email & mail correspondence, documents, files, databases, and other organizational and administrative systems.
  - g. Process all program applications and maintain applicant log (Master Log).
    - Send program Meets and Does Not Meet Qualification Lettes.
2. Miscellaneous Duties - Perform other duties as deemed appropriate by the Director.



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### **MINIMUM REQUIRED QUALIFICATIONS:**

- High School Diploma or equivalent.
- Professional and friendly customer service
- Excellent organizational and time management skills
- Excellent computer and other technology skills
- Proficient in using Microsoft programs (Word, PowerPoint, Excel) and data entry.
- Ability to maintain composure when faced with demanding situations.
- Ability to multitask, organize, prioritize, and follow multiple projects and tasks through to completion with attention to detail.
- Ability to work independently while contributing to a team environment.
- Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner.
- Ability to effectively identify and resolve problems and maintain strict confidentiality related to confidential information.
- Ability to analyze problems, identify solutions, and take appropriate action to resolve problems using independent judgment and decision-making processes.
- Ability to establish and maintain effective working relationships with department staff, instructors, students, members, Union representatives, other departments, affiliates, and the public as needed.

**PREFERRED QUALIFICATIONS:** Bilingual (Spanish & English)

**WORK ENVIRONMENT:** Work is divided among office job duties and training center. Exposure to common construction safety hazards while performing job duties, including, but not limited to hazardous material, pneumatic, gas, diesel, electric-powered tools, and equipment.

**ASSIGNMENT:** Full-time, Monday-Friday from 7:30 am to 4:30 pm.

**Work Location:** Oregon Laborers' Training Center & Campus - Portland, Oregon

**Salary:** Commensurate with experience

**Benefits:** Employer-medical, dental, and vision for employee, spouse, and other dependents. Pension plans, vacation, and sick days.



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### **PHYSICAL REQUIREMENTS:** Essential functions of this position require:

Sitting at a desk, driving, typing, using telephone, computers, audio and visual equipment, manual dexterity, ability to communicate, will be lifting, kneeling, squatting, climbing, crawling, stooping, turning/twisting, balancing, reaching, and handling with varying frequencies a variety of hand and power tools, equipment, and materials.

Heavy work: Occasional lifting and carrying objects up to 80 pounds, occasionally lifting and carrying, pushing, or pulling objects weighing up to 50 pounds; and/or continuous lifting, carrying, pushing, or pulling 10-20 pounds.

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability, and creative critical thinking skills are important.

### **Application Submissions:**

Please submit your resume and letter of interest to Carmen Avellaneda at [cavellaneda@osilett.org](mailto:cavellaneda@osilett.org)

This posting will be removed once the position is filled. *This Position is Union.*

*\*Disclaimer: The above statements describe the general nature, level, and type of work performed by the Front Office Assistant assigned to this position. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of such position. Job descriptions are not intended to do not imply or create any employment, compensation, or contract rights for any person or persons. OSILETT reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.*

*Oregon and Southern Idaho Laborers-Employers Training Trust will not discriminate against any applicants based on RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX (INCLUDING PREGNANCY AND GENDER IDENTITY), SEXUAL ORIENTATION, GENETIC INFORMATION, OR BECAUSE THEY ARE AN INDIVIDUAL WITH A DISABILITY, OR A PERSON 18 YEARS OLD OR OLDER*

***Any offer of employment is contingent upon having proof of a valid, current, unrestricted driver's license and a copy of your DMV report will be required for business vehicle insurance eligibility purposes prior to the final offer of employment. We are bound by the Labor-Management Reporting and Disclosure Act of 1959, Section 504, which prohibits us from employing persons with certain criminal offenses in their background.***