

## Admission and Administrative Assistant

### Highlights:

- \$20.00 per hr / \$41,600 annual
- Permanent, Full Time / 40 hrs per week
- Onsite work required / Remote is not available
- PTO + 9 Paid Holidays
- Generous Benefits including employer paid medical, vision & dental; 401k; & Costco membership
- 2 yrs clerical/office experience required
- Near PDX Airport
- Complete Application Packet: <https://nwcoc.com/about-us/employment/>

The Northwest College of Construction is accepting applications for a full-time, front office, Admission and Apprenticeship Assistant. The pay for this position is \$20.00 per hour, 40 hours per week: M-TH is 9am-6pm and F is 8am-5pm during school year and M-F from 8am-5pm during summer term.

### Position Summary:

This is a front-office position that facilitates phone and walk-in communications, works closely with all departments on a variety of tasks and assists with front office admissions by guiding interested individuals through all aspects of their apprenticeship application and provides clerical assistance with the administration of apprenticeship programs.

### **This position is responsible for the following tasks:**

- First point of contact for College phone, in-person window, and email
- Guide interested individuals through all aspects of their apprenticeship application, submission of required paperwork and completion of the required process
- Assist students in completing registrations and help them navigate College portal
- Open and distribute College mail
- Process credit card payments and handle petty cash
- Assist with College mailings and projects

### **Required Skills, Abilities, Knowledge & Expertise:**

- Two years general clerical/front office experience required
- High school diploma; Associate's degree preferred
- Experience with MS Office products
- Experience with File Maker Pro preferred
- Excellent communication, time management and problem-solving skills
- Excellent phone communication and etiquette
- Able to provide friendly and efficient customer service in a fast-paced environment
- Must be detail oriented and action-oriented (i.e. looks for projects rather than waiting for direction)
- Able to work independently, without many detailed instructions
- Able to work cooperatively with a diverse population

### **Why Join Us?**

We are a privately funded, non-profit educational facility. Our Mission is to recruit, train and retain a highly skilled workforce for the construction industry by promoting life-long learning and excellence through career and technical education. NWCOC offers a generous benefits package that includes medical, dental, vision, Short-Term Disability, 401k, Paid Time Off and more.

**How to Apply?**

For consideration, complete the Application for Employment at <https://nwcoc.com/about-us/employment/>. Click “Apply Here” and use the web submission form to submit a current resume, cover letter and NWCOC application. Contact Laurie Emery at [LaurieE@nwcoc.com](mailto:LaurieE@nwcoc.com) with questions.