



Operations Coordinator

The Northwest College of Construction, located in Portland, Oregon, is accepting applications for a full-time Operations Coordinator. The pay for this position is \$21.63 per hour (\$45,000 annually).

Position Summary:

The Operations Coordinator is responsible for providing general department support with a variety of clerical duties and related tasks. Acts as back-up to Registrar & Operations Manager

- Accurate organization, filing and scanning of records pertaining to students, instructors, curriculum, etc. while following FERPA guidelines and ensuring records are processed to the requirements of the accrediting agency
- Create student records, register students, track class make-ups, maintain student records, and prepare and distribute classroom paperwork to students and instructors
- Assist students with questions related to class make-ups, grades, schedules, transcripts, etc.
- Assist in collecting, processing, and verifying grades, attendance, tests, and performance profiles
- Create, generate, and track reports such as monthly inventory and quarterly head count
- Help train students and instructors on how to navigate the portals and testing system
- Assist with classroom set-up and clean-up for events, rentals, and other uses
- Assist with projects and mailings, as required
- Provide assistance over the phone and through email

Required Knowledge, Skills & Abilities:

- One year of general clerical/front office experience required; three years preferred
- High school diploma; Associates degree preferred
- Computer proficient and familiarity with spread sheets and databases
- Proficient with MS Office products, database management and report generation and spreadsheet development
- Excellent verbal and written communication and problem solving skills
- Strong attention to detail required
- Able to provide friendly and efficient customer service
- Ability to organize and prioritize projects and meet strict deadlines
- Able to work independently, without many detailed instructions, and cooperatively with others
- Experience with File Maker Pro preferred
- Content with redundant tasks, as in filing and scanning

Why Join Us? We are a privately funded, non-profit educational facility. Our Mission is to promote life-long learning by delivering craft, technical, supervisory and management education to workers and managers at all levels in the construction industry.

Benefits Package includes medical, dental, vision, Short-Term Disability, 401(k), Paid Time Off and more.

How to Apply?

- Complete Application Packet: <https://nwcoc.com/about-us/employment/>. Click "Apply Here" and submit a current resume, cover letter and NWCOC application.
- Contact us if you have a disability or otherwise require an application in an alternate format.