

Administrative Assistant

Highlights:

- \$21.15 per hr / \$44,000 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 \$21.15 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, email and walk-in communications, working closely with all departments on a variety of tasks. 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 and email.
- Assist students in completing registrations and help them navigate college portal
- Open and distribute college mail
- Monitor and respond to email inquiries
- Assist students in completing registrations for classes or apprenticeship programs and help them navigate college portal
- Process credit card payments and handle petty cash
- Assist with college mailings and projects
- Assist with filing and equipment and Key check-out
- Monitor, copy and fill material handouts in copy room
- Manage College Calendar
- Process room rentals and reservations

Required Skills, Abilities, Knowledge & Expertise:

- Two years general clerical/front office experience required
- High School diploma or 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, NWCOC application, and three (3) professional references. Email Katrina Cloud at KatrinaC@nwcoc.com or call 503-256-7300 x222 for more information.

If you have a disability or otherwise require an application in an alternate format in order to complete the process, you may contact us.