

**TBCC Business Office:**

Business Office Clerk

The student performs general tasks of a routine nature. Duties assigned are standard, limited and of average difficulty.

Specific Job Responsibilities:

- Back-up cashier
- Departmental filing
- Processing incoming and out-going mail
- Customer service
- Assist with inventory management and vending restocking
- Assist with special projects, per staff direction
- Assist with answering telephone
- Other duties as assigned

Required Skills and Experience:

- Ability to take direction
- Ability to function effectively in a busy environment
- Knowledge of basic office skills
- Familiarity with MS Word, MS Excel, MS PowerPoint and MS Outlook

Preferred skills include, but are not limited to:

- Business major preferred
- Good communication skills
- Basic cashiering knowledge
- Keyboarding skill at 35 WPM or higher
- Bilingual

Supervisor: Sheryl Vanselow, Business Office Specialist

If interested, please submit your resume to:

Kelsey Jordan, Financial Aid Advisor, at Student Services or by email to [KelseyJordan@tillamookbaycc.edu](mailto:KelseyJordan@tillamookbaycc.edu)

The review of resumes are on a first come, first served basis.