

TBCC Office of Instruction:

Office Assistant

The student performs general tasks of a routine nature. Duties are consistent with standard office tasks, functions, procedures, processes and operations

Specific Job Responsibilities include, but are not limited to:

- Photocopying
- File Management
 - Maintain and organize digital files
 - Enter data into existing spreadsheets
- Assist with special projects (Inventory Management and Continuous Improvement) for the Manufacturing and Welding Programs
- Other duties as assigned

Required Skills and Experience:

- Have basic knowledge of and comfort working in MS EXCEL
- Have basic knowledge of and comfort working in MS Word
- Ability to take direction
- Ability to function effectively in a busy environment
- Student will need a form of transportation to travel to classrooms at THS
- No previous office experience is required

Preferred skills include, but are not limited to:

- Good communication skills
- An understanding of basic office operations

Pay Rate: \$11.25 per hour

Supervisor: Darryl Spitzer

If interested, please submit your resume to:

Kelsey Jordan, Financial Aid Advisor, at Student Services or by email to KelseyJordan@tillamookbaycc.edu

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