

TBCC Human Resources Office Assistant:

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

Specific Job Responsibilities:

- Photocopying
- File Management
 - Create, Maintain, and Organize digital files/forms
 - Enter data into existing spreadsheets
- Assist with special projects
- 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 busy environment
- **No previous experience is required**

Preferred skills and experience include, but are not limited to:

- Good communication skills
- An understanding of basic office operations

Supervisor: Debbie Daniels, Director of Human Resources

If interested, contact: Beth McBride, Financial Aid Advisor, at Student Services or by email to bethmcbride@tillamookbaycc.edu