

TBCC Human Resources/Healthcare Program Office Assistant:

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

Specific Job Responsibilities:

- File Management
 - Create, Maintain, and Organize digital files/forms
 - Enter data into existing spreadsheets
- Assist with special projects
- Photocopying
- Program Binder Creation
- Organize Program Information
- Other duties as assigned

Required Skills and Experience:

- An understanding of basic office operations
- Have basic knowledge of and comfort working in MS EXCEL
- Have basic knowledge of and comfort working in MS Word
- Ability to take written and spoken direction
- Ability to function effectively in busy environment
- No previous experience is required
- Good communication skills

Supervisor: Kylie Poklikuha, Human Resources Senior Manager
Katy Sommers, Healthcare Program Coordinator

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