

Job Code: 3001831
Job Title: Assistant Manager
Job Category: Business Technology
Pay: \$ not listed (wage is negotiable)
Start Date:
Stop Date:
Open Date: 03-NOV-2006
Close Date: 28-FEB-2007

Job Summary: Storage facility business in W Salem seeking an Assistant Manager. Answer phones, rent storage spaces, take and post payments. Daily walk around and perform inspections of facility. Interact with customers, prepare daily reports and perform other miscellaneous office duties.

Job Requirements: Must be 18 years or older. Computer literacy and good communication skills required. Must be friendly and able to positively interact with the public and co-workers. Must be neat/clean in appearance. Detailed and accurate. Mon-Fri 1pm-6pm and 2 Sat/mo, can be flexible with hours \$1000/mo + furnished 2 bedroom apt and utilities #1565-1

Duration: none listed
Work Week:

Job Code: 3001826
Job Title: Dispatcher
Job Category: Business Technology
Pay: \$8.50/hr - \$10.00/hr (wage is negotiable)
Start Date:
Stop Date:
Open Date: 02-NOV-2006
Close Date: 28-FEB-2007

Job Summary: Towing company in Salem seeking a Dispatcher. Duties include answering six incoming lines and two radio channels, data entry and light clerical duties. Typing and data entry of tow operator invoices. Send calls to drivers by alpha pager and 2-way radio.

Job Requirements: Must have excellent customer service skills. Students taking classes in business Administration encouraged to apply. Ability to read maps of various locations and give directions to drivers by page and radio. Able to deal politely with angry and upset people over the telephone. Work well as a team required. Typing/data entry skills helpful. Pre-employment drug and alcohol testing required. Part-time: Sat/Sun/Mon, 2pm-8pm, Full-time: Mon-Fri, 1:30pm-10pm . \$8.50-10.00/hour to start DOE, Review after 90 days, Benefits for Full-time. 004-8

Duration: none listed
Work Week:

Job Code: 3001824
Job Title: Project Tutor-Adobe Pagemaker
Job Category: Business Technology
Pay: \$20.00/hr
Start Date:
Stop Date:
Open Date: 01-NOV-2006
Close Date: 28-FEB-2007
Job Summary: Education and experience working with Adobe Pagemaker 7.0.
Job Requirements: Education and experience working with Adobe Pagemaker 7.0. Flexible days/hrs #744-2
Duration: none listed
Work Week:

Job Code: 3001817
Job Title: Bilingual Receptionist
Job Category: Business Technology
Pay: \$ not listed (wage is negotiable)
Start Date:
Stop Date:
Open Date: 31-OCT-2006
Close Date: 31-JAN-2007
Job Summary: Attorney's office in Salem seeking a Bilingual Receptionist. Duties include answering multi-line telephones, mail processing, data entry, typing, maintenance of closed file storage. Other duties as assigned.
Job Requirements: Good computer skills--MS Word and general office experience required. Good customer service skills. Receptionist experience helpful. Bilingual English/Spanish skills required. Valid Oregon driver's license and insurance. Must have access to reliable vehicle for transportation. Ability to lift between 10-50 lbs. occasionally. Professional appearance and dress. Mon-Fri, 8am-5pm. 786-2
Duration: none listed
Work Week: 8 hrs/day - 5 days/wk

Job Code: 3001808
Job Title: Carrier Maintenance Specialist-Office Specialist I
Job Category: Business Technology
Pay: \$9.75/hr - \$13.67/hr
Start Date:
Stop Date:
Open Date: 26-OCT-2006
Close Date: 07-NOV-2006

Job Summary: State agency in Salem seeking a Carrier Maintenance Specialist. Duties include providing technical judgment to process a wide variety of specialized accounting and registration records, review and make independent decisions for processing applications or payments, and assure accordance with laws, rules, regulations, and/or policy and procedure. Verify and enter data into computer system using various menu-driven screens.

Job Requirements: Completion of courses or training in Office Technology; Or, One year of general clerical experience which included typing, word processing, or other generation of documents; Or, An equivalent combination of training and experience. Ability to pass criminal history background check. Data entry and/or 10-key skills will be tested at interview. Mon-Fri 8am-5pm. 539-22

Duration: none listed
Work Week: 8 hrs/day - 5 days/wk

Job Code: 3001807
Job Title: Receptionist/General Office/Front Desk
Job Category: Business Technology
Pay: \$7.50/hr
Start Date:
Stop Date:
Open Date: 25-OCT-2006
Close Date: 31-JAN-2007

Job Summary: Insurance company in Wilsonville seeking a Receptionist/General Office/Front Desk person. Duties include answering multi-line phone, greet clients, filing, handle mail, data entry.

Job Requirements: Customer service oriented, ability to answer multi-line telephone, basic computer skills. Business office-professional appearance. Mon-Fri, 1pm-5pm. 1555-1

Duration: none listed
Work Week: 4 hrs/day - 5 days/wk

Job Code: 3001791
Job Title: **Bilingual Receptionist**
Job Category: **Business Technology**
Pay: **\$8.00/hr** (wage is negotiable)

Start Date:

Stop Date:

Open Date: **20-OCT-2006**

Close Date: **31-JAN-2007**

Job Summary: Insurance agency in Salem seeking a Bilingual Receptionist. Answer multi-line telephone, greet customers, maintain files, problemsolving and perform other office functions as needed.

Job Requirements: Experience in an office setting with strong customer service skills. Ability to type 40wpm. Knowledge of computers. Must be bilingual in English/Spanish to communicate with monolingual Spanish speaking customers. Can work either part-time 15-20 hrs/wk or f/t 30-40 hrs/wk, flexible schedule. Employer will work with your school schedule #1547-1

Duration: none listed

Work Week:

Job Code: 3001778
Job Title: **Legal Secretary**
Job Category: **Business Technology**
Pay: \$ not listed (wage is negotiable)

Start Date:

Stop Date:

Open Date: **13-OCT-2006**

Close Date: **31-JAN-2007**

Job Summary: Attorney's office in S Salem seeking a Legal Secretary. Answer multi-line telephone, greet clients, filing, scheduling appointments, open/close files, photocopying and drafting documents.

Job Requirements: Office training or experience required, prefer someone interested in the law field. Ability to keyboard 55-60 wpm. Knowledge of MS Word. Must have excellent grammar skills, self-motivated, and have good communication skills. Own dependable transportation. Bilingual English/Spanish is a plus. Mon-Fri 9am-5pm #709-3

Duration: none listed

Work Week:

Job Code: 3001736
Job Title: Data Entry Operator
Job Category: Business Technology
Pay: \$ not listed (wage is negotiable)

Start Date:
Stop Date:
Open Date: 26-SEP-2006
Close Date: 29-DEC-2006

Job Summary: Trucking company in Salem seeking a part-time Data Entry Operator. Answer phones, enter bills of lading, post all checks, prepare bank deposits, send out hot priority messages via email. Some customer service.

Job Requirements: High school diploma or equivalent helpful. Office experience preferred but not required. Must be able to type a minimum of 45wpm and operate a ten-key by touch is required. Must have excellent telephone, organizational and communication skills. Reliable and dependable. Mon-Fri 4pm-8 or 9pm #449-13

Duration: none listed
Work Week:

Job Code: 3001648
Job Title: Assistant to CEO/Artist/Writer
Job Category: Business Technology
Pay: \$8.50/hr - \$10.00/hr (wage is negotiable)

Start Date:
Stop Date:
Open Date: 18-AUG-2006
Close Date: 30-NOV-2006

Job Summary: Greeting and fine card company in business for over 23 years in Silverton seeking an Assistant to CEO/Artist/Writer. Will process, pack and invoice orders, input online shipping data, WordPerfect ability to input website copy. Process checks for bank, process cc accounts, prepare product to ship, inventory accounting and contact customers to increase sales. Perform other related duties as assigned.

Job Requirements: Must have extensive computer skills. Ability to define/access quality control. Must have own transportation, valid driver's license. Ability to do PO and banking functions. Professional skills at phone contact with customers. Able to work under deadlines and work with artist. Good common sense. Salary is \$8.50-10/hr with sales increases plus profit sharing Mon-Fri 11am-5pm #1506-1

Duration: none listed
Work Week:

Job Code: 3001599
Job Title: Administrative Assistant 2
Job Category: Business Technology
Pay: \$13.00/hr - \$18.87/hr (wage is negotiable)
Start Date:
Stop Date:
Open Date: 03-AUG-2006
Close Date: 30-NOV-2006
Job Summary: State agency in Salem seeking an Administrative Specialist 2. Establish and verify the identity and/or location of non-custodial parents, their employers and/or assets on an assigned caseload in accordance with state and federal guidelines. Conducts investigations to establish paternity, locate the non-custodial parent and determine the ability for the parent to pay support. Detailed job description available from employer.
Job Requirements: Two years of experience as an administrative specialist or executive support specialist which included administrative support for a project, program or operation. Administrative support includes those duties beyond clerical/secretarial such as: interpretation of laws, rules and regulations; administrative data collection and analysis; and evaluation of projects, processes and or operations OR an equivalent combination of training and experience. Temporary thru 6/30/07 #205-17
Duration: none listed
Work Week: