

Office Support Specialist

Location: Medford, Oregon
Salary: \$16-18 hourly + DOE
Job Type: Full-Time
Travel: up to 10%



Summary of position

Oregon Human Development Corporation (OHDC) is seeking an Office Support Specialist for the Medford office. The Office Support Specialist will be responsible for performing a wide variety of support functions. This can vary from filling, using social media platforms, answering calls, greeting visitors, keeping the office stocked, and providing customers with program requirements. They will also proactively reach out to the office staff to see how they can provide optimal support that will aid in the office meeting business objectives.

Qualifications

- 6 months' experience in an office setting, or a combination of academic education, professional training or work experience, which demonstrates the ability to perform the duties of the position
- Bilingual/biliterate ability (Spanish/English), knowledge of bicultural factors required
- High School Diploma or GED required

What we can offer

- Medical, Dental, and Vision Benefits
- Short & Long Term Disability Benefits
- Life Insurance Benefits
- Medical HSA & Dependent FSA
- Sick Time, Holidays, & Paid Time Off
- 403-B Salary Deferral Plan

More information

The application and full job description can be found on our website at: http://www.ohdc.org/uploads/1/1/2/4/11243168/office_support_specialist_070821.pdf

Oregon Human Development provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws



Who We Are

Oregon Human Development Corporation (OHDC) is a nonprofit human service organization that has been providing workforce development and associated services for farmworkers and disadvantaged individuals throughout Oregon continuously since 1979. These services include support, referral, advocacy, resources, assistance and education.

Our Mission: Promoting economic advancement and self-sufficiency of farmworkers and underserved communities.

For more information, please visit www.OHDC.org.

To Apply:

Email an application, cover letter, resume, a minimum of three references to jobs@ohdc.org