OREGON HUMAN DEVELOPMENT CORPORATION

OFFICE ASSISTANT

SALARY: $13.50 – $16.50hr
   Full Time, Permanent

LOCATION: Gresham, Oregon

FINAL FILING DATE: Open until filled

GENERAL DESCRIPTION OF POSITION: The Office Assistant will be responsible for performing a wide variety of office functions for the OHDC Central Gresham office including comprehensive small projects. OHDC is a statewide non-profit human services organization. This position reports to the Operations Director

SPECIFIC DUTIES: The Office Assistant will be responsible for, but not limited to:

- Support managers and other staff members through a variety of task related to organization and communication.
- Answer phone calls
- Organize and schedule meetings for supervisors
- Order office supplies and keep track of inventory
- Book travel arrangements when needed
- Provide general information to visitors
- Arrange conference calls
- Sort and distribute mail
- Assist in events for Farmworkers, partners, employers, and organizations when needed.
- Process paperwork including but not limited to stipends, vouchers, RSS, invoices, and others.
- Handling external or internal communication or management systems
- Gather, review, and edit success stories
- Assist management in research and completion of projects
- Other duties as assigned

QUALIFICATIONS:

1. A minimum of High School Diploma or GED and 1 year of relevant work experience in an office environment.

2. Must demonstrate proficiency in word processing and desktop publishing and a working knowledge of spreadsheet and database software including Microsoft Word, Excel and MS Publisher.

3. Must have the ability to manage multiple tasks, organize and prioritize diverse work responsibilities, meet specific and regular deadlines and discharge all responsibilities with a high level of accuracy, professionalism and integrity.
4. Must have strong oral and written communication skills to effectively communicate with a wide variety of individuals to include co-workers, other OHDC departments, regional staff, Board of Directors and the general public.

5. Strong organizational and planning skills

6. Bilingual English/Spanish required

SEND RESUME TO: Victor Acevedo
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