

EXECUTIVE & PERSONAL ASSISTANT

WBCP, Inc.

\$13.00 - 15.00/hr depending on experience/qualifications

WBCP (www.wbcpinc.com) seeks an Executive Assistant/Personal Assistant to work from an office in Gold Hill, Oregon. This is a permanent, approximately 30 - 40 hour a week, position (hours will vary as needed up to full time), and offers flexible hours, and a casual dress and work environment. This position has room to grow professionally depending on the candidate's interests and ability. This is a great opportunity for college students (if you are looking to develop professionally and work around your school schedule), college graduate, or someone with more business experience that could advance into a professional career. If you have interest in Human Resources and are good with details, project management (many moving parts that need to be managed), have a high level of customer service, and solid communication and written skills, WBCP is the right place for you.

WBCP has recently moved to new river view office space and the incumbent will need to be comfortable in a dog friendly environment and function well with fairly regular distractions.

THE COMPANY:

WBCP is a consultancy firm in business and operating since 2004; we support public sector and nonprofit clients in Oregon, California, Arizona, and expanding soon to other states. WBCP is an Executive Recruiting and Human Resources Consulting firm. Recruiting is the core of our business and includes working with clients, applicants and a good deal of project management work. Special projects concentrate in human resources, organizational development, class and compensation studies, leadership development and project work. These projects vary in subject matter and size and could last anywhere from a few weeks to a few months.

As Executive Assistant you will be given a lot of autonomy and trust. Initially, the work will include: processing and reviewing applicant resumes, creating Excel spreadsheets, scheduling meetings, assembling meeting materials, filing, arranging travel and a variety of other tasks. You will also act as a Personal Assistant to the President, which could include shopping and running errands. This position will support the President, Office Manager, and other staff and consultants we work with.

An ideal candidate will have the following:

DESIRED SKILLS:

- Comfortable and adept at using computers and applications (MS Word/Outlook/Excel/etc.); ideally should type 35 plus word per minute
- Fast learner - we are willing to train the right person, but you will need to be a quick study and retain information effectively
- Able to work independently and be a critical thinker, e.g., able to identify what needs to be done without being asked
- Highly ethical and trustworthy
- Resourceful

- Organized - ability to organize records, systems, and provide recommendations for new processes
- Detail oriented, with excellent project management skills
- Willing and ability to learn and grow either in this role, or develop for opportunities
- Excellent verbal and written communication skills
- Professional demeanor and exceptional customer service orientation
- Flexible and adaptable
- Ability to edit and proof documents accurately
- Good driving record, and valid Oregon Driver's License
- High School diploma or equivalent, however some college or a degree is desirable.

Hourly rate will vary depending on qualifications and ability and will be between \$13.00 - 15.00/hr depending on qualifications and/or experience.

Questions: Contact Maggie Alexandre at 541-664-0376