



## **ADMINISTRATIVE/RECRUITING COORDINATOR**

**WBCP, Inc.**

**\$15.00 - 18.00/hr depending on experience/qualifications**

WBCP ([www.wbcpinc.com](http://www.wbcpinc.com)) seeks an Administrative Assistant/Recruiting Coordinator to work from our office in Gold Hill, Oregon. **This is an onsite position therefore you must live within commuting distance to Gold Hill.** This non-exempt position 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 graduates, or someone with more business experience that could advance into a professional career. If you have interest in Human Resources/Recruiting 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.

BONUS! WBCP is located in an office overlooking the Rogue River with an excellent view. We also have an AirBnB business on the property, and we are a dog friendly, fast-paced office. Therefore, the ideal candidate will function effectively with balancing multiple tasks and regular distractions.

### **THE COMPANY:**

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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.

### **THE POSITION:**

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As Admin/Recruiting Coordinator you will be given a lot of autonomy and trust. Initially, the work will include: processing and reviewing applicant resumes, scheduling meetings, assembling meeting materials, filing, arranging travel and a variety of other tasks. You may occasionally be asked to perform personal duties for the President, which could include shopping, running errands and assisting with the management of an AirBnB. This position will support the President, COO, and other staff and consultants.

## DESIRED SKILLS:

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- Comfortable and adept at using computers and applications (MS Word/Outlook/Excel/etc.)
- 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 is desirable and a degree is required for advancement.
- Recruiting experience, ideally in public sector, preferred.

Please apply by visiting our job board: <https://wbcpinc.com/job-board/>

*Hourly rate will vary depending on qualifications and ability and will be between \$15.00 - 18.00/hr depending on qualifications and/or experience.*

**Questions: Contact Maggie Alexandre at [maggie@wbcpinc.com](mailto:maggie@wbcpinc.com)**