



# **Administrative/Recruiting Assistant**

**WBCP, Inc. - Oregon**

**Salary commensurate with experience**

WBCP seeks two full-time positions for an Administrative Support Professional and a Recruiting Assistant to work from our office in Gold Hill/Rogue River, Oregon. WBCP offers a collaborative, team-based, and supportive work environment, including a company on-premises, subsidized daycare for WBCP employees. We are looking for someone who can take initiative, is highly organized, and brings excellent project management skills. The successful candidate will provide support through the entirety of our recruitment lifecycle and perform core duties, such as scheduling, resume review, file maintenance (electronic and physical), interview coordination, and support our executive search team to meet important deadlines and communicate effectively with our clients and recruitment candidates. We work with an all-hands-on-deck mentality, meaning you will get the opportunity to work on a variety of projects and tasks. Every day at WBCP looks different, and we need assistants who can roll with the punches and thrive in a fast-paced work environment. The ideal candidate for this position is accountable, helpful, and collaborative. They are an active listener, using their communication skills to understand the needs of clients and the WBCP team. If you want to grow your administrative experience with exciting and rewarding work, apply today!

# The Company

WBCP is an Executive Recruiting and Human Resources consultancy firm that has been in business and operating since 2004, supporting mostly public sector and nonprofit clients in Oregon, California, Arizona, Colorado, Idaho, and Washington. Recruiting is the core of our business and involves working with clients and applicants and a good deal of project-management work. In addition to the recruiting side of our business, WBCP conducts special projects for our clients concentrating 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 Job

WBCP has built a brand where our clients know they can trust and expect us to handle each phase of a recruitment with expertise and professionalism. The Administrative and Recruiting Assistants will support all facets of WBCP's recruiting process, from initial communications with clients, all the way to closing out a recruitment. While the day-to-day work on this role will vary, typical job duties include processing and reviewing resumes, scheduling meetings, working with applicants and clients, assembling meeting materials, filing, arranging travel, and overall, supporting the Executive Leadership and Recruitment Teams. You may occasionally be asked to purchase goods, run errands, and assist with various duties to assist with managing our company-owned Airbnbs. This job will require you to become well-versed in the world of recruiting for public sector, nonprofit, and private sector clients, and you will learn amazing things about other people's jobs in various industries.



## The Ideal Candidate

The ideal candidate will be eager to jump in anywhere they can help. The work environment at WBCP moves at a fast pace, so successful candidates will need to be flexible to sudden changes. They will be quick learners who effectively manage their time and always exhibit a positive attitude. Being attentive to detail and highly organized is essential for this role. The next Administrative/Recruiting Assistant will be a diligent professional, who cares about our candidates' and clients' customer service experience, is open to feedback, and has room for growth. These roles require exemplary communication skills and a desire to take initiative, requiring candidates to balance independent and collaborative work.

## Desired Skills:

- Strong project management skills with an ability to juggle multiple competing priorities.
- 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.
- Excellent verbal and written communication skills.
- Professional demeanor.
- Exceptional customer-service orientation.
- Flexible and adaptable.



# Employment Standards

- High school diploma or equivalent, however, an associate's or bachelor's degree is highly desirable, as is two to three years of experience in an office environment.
- Good driving record and a valid Oregon Driver's License
- Public sector experience is not required but highly desirable.

## Salary & Benefits

*Salary will include base, plus attractive bonus, and a benefits package to include:*

- Medical and dental benefits available (employer pays up to 75%).
- IRA available with company match up to 2%.
- Company-provided cell phone.
- In-office kitchen with company-provided coffee and snacks.
- Dog-friendly work environment.
- Company-subsidized on-site childcare.

## How to Apply

***Apply ASAP, as we will conduct interviews with qualified candidates as they are identified. We hope to have these positions secured by August 2022.***

- Complete an application and submit your resume and cover letter at: <https://wbcpinc.com/job-board/>
- Questions: Contact our office at 541-664-0376 or [andie@wbcpinc.com](mailto:andie@wbcpinc.com)

