



CAREER OPPORTUNITY

Personal Assistant

WBCP: Your Strategic Partners in Recruiting and HR Consulting

LOCATION: Southern Oregon Region

HEADQUARTERS: Rogue River, OR

15 - 20 HOURS PER WEEK

\$20 an hour DOE/DOQ



[VIEW WEBSITE](#)

WBCP, Inc. is seeking a Personal Assistant to join our team at the Rogue River, Oregon, office. This is a permanent position, averaging 15-20 hours per week with flexible scheduling and a relaxed dress code. There is also opportunity for additional income available doing rental property cleaning. As the right-hand support for the President of WBCP, you'll be involved in both personal and professional aspects, engaging in diverse tasks that promise each day to be unique. With the potential for professional growth based on your interests and capabilities, this opportunity is well-suited for college students seeking professional development alongside their academic commitments, recent graduates eager to embark on a professional career, or individuals such as stay-at-home parents or retirees looking to supplement their income.

The role calls for a keen eye for details, adept project management skills (as you'll be orchestrating various elements), excellent customer service capabilities, and strong written and verbal communication skills. If you thrive in a dynamic environment where no two days are alike, and you're comfortable working in a dog-friendly setting (including daily dog walks) while managing occasional distractions, WBCP awaits your application!

Opportunity for additional income available.

the **COMPANY & CULTURE**

WBCP, Inc. is an Executive Recruiting and Human Resources consulting firm that has been proudly serving clients since 2004. We specialize in connecting top-tier talent with mission-driven public sector agencies, innovative private firms, and impactful nonprofit organizations across the country, including Oregon, California, Colorado, Idaho, Utah, Arizona, New York, Nevada, Washington, and Washington, D.C. At the heart of our work is executive recruitment, a fast-paced, collaborative process that blends strategic client engagement, applicant support, and high-touch project management. Our team operates from multiple locations nationwide, with a strong remote presence and a vibrant, centralized Headquarters in scenic Rogue River, Oregon, a hub of creativity, teamwork, and purpose-driven work.

the **COMPANY HEADQUARTERS**

WBCP has significantly grown in the last five years, and we are using this growth as an opportunity to take a thoughtful and measured approach to workplace culture. We have reimagined the workplace with employees' needs taking center stage. We are also committed to finding ways for the organization to create a positive economic impact in the communities we serve. Due to our recent growth, we have moved into a larger office space in the heart of downtown Rogue River. This new 7,000-sq-ft. office space is a historic 100-year-old brick building that we have completely renovated into a state-of-the-art office with modern amenities (such as an in-office kitchen and onsite daycare) all the while paying homage to the building's history.

The building's mixed-use features have brought the work culture and community to life! In addition to the 3,000-sq-ft. main floor office space, the building also features two 1,500-sq-ft. short-term vacation rentals upstairs and a 1,100-sq-ft. daycare in the basement, providing convenience and comfort to WBCP employees.



[WATCH VIDEO: ABOUT WBCP](#)



[WATCH VIDEO: HEADQUARTERS](#)



the **JOB/IDEAL CANDIDATE**

THE RESPONSIBILITIES of the Personal Assistant will vary based on the needs of the President and may encompass a range of tasks such as: light housekeeping/cleaning, organization, tending to and cleaning up after dogs, grocery shopping, installing seasonal decor across multiple properties, and managing various errands. Additionally, the role may involve scheduling appointments, preparing meals, coordinating travel arrangements, and handling minor office tasks. The Personal Assistant may also liaise with contractors and service providers when necessary. Our ideal candidate will be responsive, highly organized, efficient, and have a knack for anticipating the needs of the person they are supporting. In addition to these qualities, we are seeking someone with excellent time management and note-taking skills to enhance productivity and ensure seamless coordination of tasks. This position is granted a high level of trust and access into the Company President's life, so unshakable ethics are a must. There is ample opportunity for advancement in this role. The Personal Assistant will primarily support the President but will also assist the Chief Operating Officer, other staff, and consultants as needed.



DESIRED SKILLS:

- 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
- Organized - ability to organize records, systems, and provide recommendations for new processes
- Highly ethical and trustworthy
- Resourceful
- Detail oriented, with excellent project management skills
- Willing and able to learn and grow either in this role or develop for future opportunities
- Able to work independently and be a critical thinker, e.g., able to identify what needs to be done without being asked
- Excellent verbal and written communication skills
- Professional demeanor and exceptional customer-service attitude
- Flexible and adaptable
- Ability to edit and proof documents accurately
- Good driving record
- High school diploma or equivalent, however, some college or degree is desirable



EMPLOYMENT STANDARDS

- Possession of a valid and appropriate Oregon Driver License.
- Completion of a satisfactory background investigation prior to hire.
- At least one year of related experience.
- Must live in the Southern Oregon region.

SALARY & BENEFITS

Hourly wage of **\$20/hr DOE/DOQ**, with a benefits package that will include:

- IRA available with company match up to 2%.
- Company provided car for work hours.
- In-office kitchen.
- Dog-friendly work environment.
- Company-subsidized on-site childcare.
- Company-provided equipment (computer, etc.).



HOW to APPLY

Apply ASAP, as we will conduct interviews with qualified candidates as they are identified.

Complete an application and submit your resume and cover letter at: <https://wbcpinc.com/job-board/>

QUESTIONS?

Contact our office at:

- **541-664-0376**
- **stephanie@wbcpinc.com**