

BUSINESS DIRECTORY

YOUR GUIDE TO LOCAL PROFESSIONALS

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ISA CERTIFIED ARBORISTS

- Pruning
- Removal
- Stump Grinding
- Excavator/Brush Rake
- Vegetation Management

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Affordable rates.
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70 HELP WANTED

Administrative Assistant Supportive Services for Veteran Families (SSVF)

Salary range: 11.50 – 13.50 depending on experience

Clatsop Community Action (CCA) is seeking a 1/2 time Administrative Assistant to provide all aspects of administrative support to the SSVF program including records maintenance, data collection and entry, reporting, and HMIS tracking and support. This is a part-time position working 20 hours per week.

CCA Veteran Services, Supportive Services for Veteran Families: Homeless Prevention and Rapid Re-housing for homeless, or imminently homeless, single Veterans and Veteran families. CCA's SSVF Program: Clatsop Community Action's grant's goal is to target and assist adult veterans and their families who are literally homeless or at imminent risk of becoming homeless. The SSVF program coordinates with County, State, and Federal veteran-serving agencies and other service providers to provide case management, homelessness prevention and rapid re-housing to help transition veterans and their families to stable and permanent housing.

Qualified veterans are encouraged to apply!

Job Requirements:
Previous relevant administrative experience required.
Working knowledge of Microsoft Word, Excel, PowerPoint, Outlook, and Adobe products.
Experience in a social service setting preferred.
Experience with the Homeless Management Information System (HMIS), Federal-State data entry systems, or other data entry systems desired.

Any job offer will be contingent upon the results of an updated background investigation and a drug screen.

For a full job description please contact CCA at 503-325-1400.

70 HELP WANTED

Dietary Cook opening at Clatsop Retirement Village. Do you have a passion for food and love making people smile? Experience cooking for seniors a plus. 1 year experience or recent culinary graduate with ability to batch cook, follow recipes, line cook and short order. AM and PM shifts. Must be able to lift 50 lbs, stand for long periods of time and speak and read English. EOE Employer paid benefits upon eligibility.

Applications at www.clatsopcare.org or at 947 Olney Astoria.

Distribution Department

Opportunity to work part-time in the packaging and distributing department at The Daily Astorian.

Duties include using machines to place inserts into the newspaper labeling newspapers and moving the papers from the press. Must be able to regularly lift 40 lbs. in a fast-paced environment. Mechanical aptitude helpful and the ability to work well with others is required. Pre-employment drug test required. Benefits include paid time off (PTO), and a 401(k)/Roth 401(k) retirement plan.

Pick up an application at The Daily Astorian
at 949 Exchange St. or send resume to EO Media Group, PO Box 2048, Salem, OR 97308-2048, e-mail: hr@eomediagroup.com

Facilities Manager

Columbia River Maritime Museum, Astoria, Oregon

The Columbia River Maritime Museum is searching for a Facilities Manager to join our Management Team. The Facilities Manager has an important role in the successful functioning of the Museum, ensuring all systems and operations are maintained, creating a safe and secure environment. The position is responsible for the safe, secure, effective and efficient monitoring and operation of the museum's overall physical plant including all security, fire, HVAC, plumbing, electrical and mechanical systems. Managing three custodial/maintenance staff. Monitor the work of outside contractors. Work closely with all departments to determine demands of new exhibitions, programming and special events, including but not limited to effective lighting, plumbing, electrical, audio-visual needs, set up, etc.

To apply please email cover letter and resume to roberts@crmm.org by October 16, 2015.

Family Mentor/Advocate

14 to 24 hr/wk part time

BA in Social Services, Counseling or related; 2 yrs. experience working with high-risk families; car, valid OR DL and insurance. Pay DOE.

For more information or to apply send resume to: jwerner@lcsnw.org

Fernhill Trucking seeking truck driver. Local hauling, day trips. Class A CDL, valid medical card, on/off road experience.

503-791-7038

Free By The Sea In Ocean Park WA is looking for energetic people to join our Treatment Assistant team!

Must possess a valid Drivers license, and a pre-employment drug screen and background check is required. Wage DOE and Competitive benefits for full time employees. Please send your resume to esmthi@freebythesea.com.

Immediate Opening

Dental Assistant

Part Time at Astoria Family Dental

Must be EFDA, Sealant and Radiology Certified. Two years Dental Assistant experience preferred.

Required work schedule: Tuesday, Wednesday & Thursday 7:30am - 6:00pm

Apply at: www.modahealth.com/careers

J.R. Johnson Inc.

J.R. Johnson Inc. is an established Oregon General Contractor, and we are looking for experienced carpenters and framers for a long term project. Here are the traits we are looking for:

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Our BENEFITS PACKAGE includes MEDICAL, DENTAL, and an IRA. CALL US AT (503) 546 3016 Apply at J.R. Johnson office in Portland, OR; Jobsite will be located in Astoria, OR.

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Please no phone calls or emails to individual locations! E.O.E.

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CNA Opportunities at Clatsop Care Center including Sign-On Bonus! We provide employer paid benefits upon eligibility. EOE. Applications at www.clatsopcare.org or 646 16th St. Astoria.

