

70 Help Wanted

CANNON BEACH PROPERTY MANAGEMENT
EXCEPTIONAL BEACH VACATION RENTALS

Office Manager

The ideal candidate is a natural leader, highly organized, pays close attention to detail, loves being an involved and supportive Manager and is comfortable making day-to-day decisions.

Responsibilities
•Overseeing Operations, Marketing, and Team Management
•Coordinating digital Marketing content/campaigns
•Track monthly Accounting, prepare Tax Reports, process Payroll.

Required Qualifications
• Bachelor's Degree or equivalent experience
• 2-3 years management experience
• Ability to lead, & develop staff
• Familiarity with marketing
• Excellent conflict resolution skills, verbal/written communication skills, & organizational skills
• Knowledge of Microsoft Office
• Experience in Hospitality and knowledge of Cannon Beach a plus!

Email Cover Letter and Resume to tfcb@cbpm.com.

Full pre-employment background check required. EOE.

Pacific Coast Seafood is seeking an **Administrative Assistant** to join our office staff. Must be proficient in Microsoft Office Suite with great attention to detail. **BILINGUAL A PLUS.** Pay DOE.

Please apply in person **M-F 9am-4pm** at our **Tongue Point location, 200 Railroad Way in Astoria.** Pre-employment screening. EEO Company.

Position Title: Bookkeeper
32 - 40 hours/week with benefits
Hourly Rate: Depending on Experience

Clatsop Community Action (CCA) seeks energetic individual to perform bookkeeping tasks for dynamic grant-funded non-profit. Position requires 5 years bookkeeping experience, Quickbooks, Excel. Experience with Federal, State and local government funding highly desirable. Reporting, budget proposals, bank reconciliations.

Applications and full job descriptions may be acquired at 364 9th Street, Astoria, OR 97103.

Submit completed applications and resume to same address, **Attention Elaine Bruce, Executive Director, elaine@ccaservices.org 971-308-1035.**

CCA is an Equal Opportunity Employer.

HOME DELIVERY! Your Daily Astorian should arrive by 5:30 p.m. Monday through Friday. If it does not, please call us at 503-325-3211 or 1-800-781-3211.

Windermere REAL ESTATE
Windermere Stellar

Prominent real estate office seeks service-focused, tech-savvy, full-time Sales Support Specialist.

Location: 588 Pacific Way, Gearhart.

Compensation: \$14/hr, PTO, full benefits.

Please email cover letter and resume to hnickerson@windermere.com

Respiratory Therapist / Sleep Technician – PAP set-ups and mask fittings. Must be licensed and/or certified, possess excellent customer service skills and knowledge of sleep therapy and equipment.

Submit a resume and cover letter to **North Coast Home Care.** Email kevin@nchc.net or fax (503) 325-1437.

70 Help Wanted

Seaside School District is seeking a caring, competent, self-starter for the position of: **Elementary School HEAD SECRETARY**
Great work environment and EXCELLENT benefits!
Visit our employment page for **More info and to apply:**
www.seaside.k12.or.us/employment or (503)738-5591
The District is an EOE

EDUCATIONAL SERVICE DISTRICT 112
Special Education Nurse

Ocean Beach School District – Ilwaco Middle School
37.5 hrs/wk, school year schedule
Starting Hourly Rate: \$20.78 - \$27.66 per hour

For job description and online application visit our website: bit.ly/joinESD112

ESD 112 Vancouver, WA - EOE

The City of Astoria has an opening for a **Part Time Public Works Laborer** with an hourly rate of \$12.75 - \$13.50 per hour. This position does not work more than 129 hours per month.

To apply or to obtain further information, please go to the City's application website at <http://astoria.iapplicants.com>. If you are unable to complete the application, you may contact the City's Human Resources Department by calling (503)325-5824 for a paper application.

80 Work Wanted

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•Brush Clearing•Lawns•Shrubs
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NOTICE: Oregon Landscape Contractors Law (ORS 671) requires all businesses that advertise landscape contracting services be licensed with the Landscape Contractors Board. This 4-digit number assures the business has a bond, insurance and an associated individual contractor who has fulfilled the testing and experience requirements for licensure. For your protection call (503)378-5909 or use our web site: www.lcb.state.or.us to check license status before contracting with the business. Persons doing landscape maintenance do not require a LCB license.

Oregon state law requires anyone who contracts for construction work to be licensed with the Construction Contractors Board. An active license means the contractor is bonded and insured. Verify the contractor's CCB license through the CCB Consumer Website www.hirelicensedcontractors.com

95 Schools & Education

IF YOU HAVE QUESTIONS about a Business or School Advertisment, we advise you to call: **The Consumer Hotline in Salem** at (503)378-4320, 9 AM-1 PM, Monday-Friday or in Portland at (503)229-5576

Specialty **Services**
We urge you to patronize the local professionals advertising in The Daily Astorian Specialty Services. To place your Specialty Services ad, call 325-3211.

100 Employment Information

ATTENTION READERS
Readers respond to mail phone orders at their own risk. If in doubt about a particular offer, check with the Better Business Bureau or U.S. Postal Service before sending any money. **The Daily Astorian ASSUMES NO LIABILITY FOR MAIL ORDER ADVERTISERS.**

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3-14 **CRYPTOQUIP**

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Yesterday's Cryptoquip: WHAT MIGHT SOMEONE CALL A MARRIED FLOWER CHILD WHO HAILS FROM THE MAGNOLIA STATE? MRS. HIPPIE.

Today's Cryptoquip Clue: O equals N

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