

70 Help Wanted






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on line at:
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70 Help Wanted

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70 Help Wanted

ADMINISTRATIVE ASSISTANT

TLC, a division of Fibre Federal Credit Union, and CUNA Mutual Group (www.cunamutual.com) seek an uncommon professional to join our team as an Administrative Assistant. The position is located within TLC in Seaside, Oregon.

Bring your administrative and customer service skills to a position supporting a financial advisor. Utilize administrative, clerical, and customer service skills within a successful financial services practice.

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Duties include:
• Answering telephone, taking messages, scheduling appointments • Fax, file, and photocopy • Preparing correspondence • Time reporting • Ordering office supplies & marketing event coordination.

Requirements:
• 1-2 years' experience working in a professional office environment • Proficiency with MS Word, Excel, PowerPoint, Outlook, and the internet • Experience managing calendars • A background supporting business professionals • Ability to organize workload and prioritize • Experience preparing correspondence, maintaining confidential files, and ordering supplies • Customer service skills (phone and in-person) • Previous background coordinating marketing efforts a plus.

To apply, please submit your resume directly to Scott Wilde at scott.wilde@cunamutual.com. CUNA Mutual Group is an EOE.

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