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Tree Service

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651 Help Wanted

Looking for a woodworker/carpenter/woodworker's apprentice. Must have basic tools and transportation.
 Good pay.
 Call (503)741-5389

LEKTRO

Local manufacturing company is seeking full time: **Administrative Assistant**
 Position will provide clerical support to sales and engineering departments.

Ideal candidate will have 2 years of college and/or 2 years experience, strong MS Office skills with particular proficiency in Excel, be a quick learner, versatile and detail oriented.

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The Daily Astorian

Mailroom

Opportunity to work part-time (20-25 hours per week) in our 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.

Pick up an application at The Daily Astorian, 949 Exchange Street

or send resume and letter of interest to
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Seeking applicants for Customer Service Representative

Sunset Empire Transportation District-Ride Care is looking for energetic individuals with great customer service skills. Duties include use of multi-phone line, scheduling/dispatching rides, clerical duties and ability to professionally interact with the medical community. Knowledge of basic computer programs and organizational skills a plus. Bilingual Spanish skills preferred. Background check and pre-employment drug screening required.
Mon-Fri 8:00am-5:00pm
\$14.00 per hour - Full-time w/benefits.

For a detailed job description or to apply go to our website www.ridethebus.org. Applications are also available at the Astoria Transit Center, 900 Marine Drive.
Deadline: January 10th, 2018.

651 Help Wanted

Customer Service Representative
 Full-time position with benefits and excellent starting salary. Must possess excellent customer service skills, computer/data entry, file, fax, answer phones. Must be dependable, organized, self-motivated, and a team player.

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



Exciting opportunity to make a difference in someone's life.

NW Community Alliance is looking for enthusiastic employees to work alongside people with developmental disabilities. The job entails support for daily living activities, community participation, relationship, skill building and advocacy. Previous experience helpful but not necessary; will train.

Direct Support Professionals (Starting wage \$11.50/Hr)

Competitive wages and generous benefits including medical and dental, FLEX, 401k; On the job training; pass drug test and criminal background check; high school diploma or GED required.

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Please call 503-861- 3372 Ext. 202 or visit our FB (jobs)and/or website WWW.NWCALL.ORG

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TEMPORARY ELEMENTARY TEACHER VACANCY
 Position open immediately
 Application Deadline: Until Filled

Must hold a valid Oregon Teacher License. The preferred candidate should be experienced in the following:

- *RTI Process
- *Working as a team member
- *PBIS
- *Successful classroom management skills
- *Trauma Informed Practice

Applicants can apply by submitting the following through the **TalentEd** website, electronically to terrences@jewellk12.org or allycec@jewellk12.org or in person to Alyce Chronister or Terrence Smyth at Jewell School District.

Required Application Materials:

- *Completed TalentEd Application
- *Complete Resume including all educational work experience, non-education work experience, school related skills, educational history high school to present, relevant school based experience
- *A minimum of three current educational letters of reference
- *Copy of Oregon Teaching License or verification of qualification

Upon review of the initial materials, further information may be requested.

For questions, please contact Alyce Chronister or Terrence Smyth at 503-755-2451

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