

651 Help Wanted

Busy primary care medical practice is seeking an experienced medical assistant (preferred).
Duties include patient triage and care, scheduling appointments, completing referrals and authorizations, charting in an electronic medical record, assisting physicians with medical procedures, cleaning equipment, and stocking rooms.

Attention to detail, multitasking, excellent computer and customer services skills are required. Pay DOE. Excellent employer paid benefit package available with retirement.

Please email resume to: admin@pacificfamily.net or in person.
2055 Exchange Street Suite 190 Astoria, OR 97103

651 Help Wanted

Riley's Restaurant in Seaside is looking for line cooks. Come in and apply 1104 S Holladay Drive



Want an international experience without leaving home? Come work at Tongue Point Job Corps Center! Our students and staff represent numerous countries and cultures from around the world.

Bus Driver
\$500 sign on bonus

Medical Assistant Instructor
CMA required

Cafeteria Attendant

Campus Security Officer

Maintenance Worker

For job descriptions and to apply: www.mtc.jobs

All Applications are processed online. For more information call 503-338-4961

MTC has an excellent benefits package! 11 paid holidays, 3 weeks' vacation, 2 weeks' sick time, 401(k) and more!

Management & Training Corporation is an Equal Opportunity Employer Minority/Female/Disability/Veteran MTC Values Diversity! Tongue Point Job Corp Center is a Drug-free and tobacco-free workplace.

Admin & Sales Support

Windermere Realty Trust is an established real estate company looking for an upbeat, hardworking, and action-oriented Business Support Specialist to join its business support team and quickly own the role.

Our **Business Support Specialists** occupy an integral position in our brokerages and provide the technical, administrative, and marketing support invaluable to both seasoned real estate brokers and rising stars alike. This role is also indispensable to our managing principal brokers, who rely on their Business Support Specialists for everyday operations assistance and bigger-picture strategy and execution.

We strive to surround ourselves with those who are tech savvy, personable, intelligent, and averse to being bored. In order to thrive in this role, you must be proactive. Strong candidates will also exhibit a high degree of professionalism and integrity and be looking to grow the role during their time with us.

- Provide a wide array of technical, administrative, and marketing support directly to managing principal brokers and agents
- Be the "Keeper of the Space" and ensure the office is clean, organized, efficient, and on-brand
- Answer phones and act as the face of the company
- Create feel-good moments for agents and their clients whenever possible

Position Details:
•30-36 hours per week
•Wednesday-Sunday schedule
•3 days/week in Cannon Beach, 2 days/week in Gearhart
•Competitive benefits

Contact Lynn Brigham brigham@windermere.com

652 Work Wanted

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



Make a Social Impact working at Tongue Point Job Corps!

Executive Assistant
Provide senior-level administrative support to the Center's three directors. Take minutes at weekly managers meetings, compose correspondence, track reports submitted to the Dept of Labor & corporate office, respond to requests for information, and perform a variety of admin duties. Requires a strategic thinker; advanced MS Office skills; excellent grammar, punctuation, proofreading, customer service, and communications skills; confidentiality; and a tactful and friendly personality.

For job description and to apply: www.mtc.jobs

All Applications are processed online. For more information call 503-338-4961

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Must Love Dogs!

We are a very busy pet boarding and grooming salon on the beautiful Oregon Coast.

We are hiring for the following positions:

Pet Groomer:
F/T professional pet groomer, must be experienced and gentle. We are a busy pet grooming salon looking to hire a groomer who can work in a team environment. Highly competitive pay.

Front Desk/Guest Coordinator, this position requires someone who can multi task and is highly organized. The duties include answering phones, assisting guests with our checking in and checking out process, making reservations and ability to assist customers with retail purchases.

Pet Care/Kennel Worker
FT/PT positions available, this position requires someone who is kind and loving with pets but is also willing to take dogs outside for potty breaks, prepare feedings and general cleaning up in kennel area. This is a fun job but it does require someone who is willing to work hard as not all aspects of pet care are glamorous. These are not seasonal positions, these are truly year around positions. Competitive Pay

If you are interested please come by or call for an interview

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