

Office Management Analyst (Downtown La Grande)

Posted Date: 1 November 2016

Closing Date: When Filled

Job Title: Office Management Analyst

Salary Range: \$12 - \$15/hr depending on education and experience

Location: La Grande, OR

Employment Type: Part - Time (10 hrs/wk)

Education: Business or accounting degree desired (or working towards a degree)

Travel Required: No

A Government contracting firm is seeking a reliable and professional office admin assistant. The ideal candidate is detail oriented, organized, a problem solver, works great independently and in a team environment, and is willing to learn. You will need to possess strong written and oral, analytical, and customer service skills as well as the ability to communicate effectively with other employees, independent contractors, vendors and/or clients. You will also need to possess proficiency with Microsoft Office Applications & various other software applications. You will have some understanding or knowledge of writing Accounts Receivables and Payables as you will be working with those processes. We are more than willing to train the right person.

Preferred Qualifications:

- High School Diploma or Equivalent -- Some college preferred but not required
- One (1) year of Admin or Office Support Experience

Required:

- *Ideal candidate must live near downtown La Grande or EOU area.*

The position will be PT with 40 hours a month and begins on or after November 1, 2016.

If interested please e-mail your resume to show contact info. Candidates chosen for interviews will be contacted via e-mail or phone.

- *HR@ORQIDconsulting.com*

Thank you!