

## HR

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**From:** Barbara Allen  
**Sent:** Tuesday, February 10, 2015 5:07 PM  
**To:** inpm@pdx.edu  
**Cc:** HR  
**Subject:** OPB Job Opportunity - Receptionist/Administrative Services Assistant

Hello Sharon,

OPB is happy to announce that we have a new career opportunity (see below). Please share this information with the members of INPM.

Thank you very much!

Barb

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### **OPB Seeks a Receptionist/Administrative Services Assistant**

OPB is looking for a welcoming and professional individual to be the first person to greet visitors and callers to OPB as our full time Receptionist/Administrative Services Assistant. For more information and instructions on how to apply, go to: <http://www.opb.org/insideopb/careers/jobs/>. OPB is an Equal Opportunity Employer.