

Barbara Allen

From: Barbara Allen
Sent: Tuesday, February 10, 2015 2:09 PM
To: Maryanne Schuessler
Subject: RE: OPB Job Opportunity - Receptionist/Administrative Services Assistant

Thank you, Maryanne!

Barb

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Barbara Allen
OPB HR Coordinator
Ph 503-445-1885
Fx 503-445-1859

From: Maryanne Schuessler [mailto:maryanne@netaonline.org]
Sent: Tuesday, February 10, 2015 2:05 PM
To: Barbara Allen
Subject: RE: OPB Job Opportunity - Receptionist/Administrative Services Assistant

Happy to assist, Barb –

The receptionist/administrative services assistant position is now at the top of our careers web page:
<http://www.netaonline.org/jobs.htm>

Kind regards, always –

Maryanne

Maryanne Schuessler / NETA
803-978-1579

From: Barbara Allen [mailto:ballen@opb.org]
Sent: Tuesday, February 10, 2015 4:30 PM
To: HR
Subject: OPB Job Opportunity - Receptionist/Administrative Services Assistant

Hello,

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

Thank you very much!

Barb

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Barbara Allen | HR Coordinator
7140 SW Macadam Avenue | Portland, OR | 97219
503-445-1885 office | 503-445-1859 fax



Giving voice to the community. Connecting Oregon and its neighbors. Illuminating a wider world.

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.