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Mail Clerk/Receptionist

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Summary

OPB seeks a friendly, organized and detail-oriented individual to be our Mail Clerk/Receptionist. This non-exempt regular status represented position is part-time and includes benefits.

Position Details

Primary Duties/Responsibilities:

The Mail Clerk/Receptionist operates OPB's mailroom, including sorting, distributing and shipping mail and packages. Fill-in for receptionist during

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2017-03-20h, OPB CMS and days off. Provides clerical support for administrative

services and/or other work groups.

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[Member Drive Coordinator \(/about/jobs/member-](/about/jobs/member-drive-coordinator/)

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Working Conditions:

General office environment. Daily contact with the public. Requires moving up to 50 pounds and daily exertion, pushing and/or pulling carts or hand trucks, significant moving throughout the building as well as extended periods of being in one place, frequent manual dexterity, and driving vehicle to make pickups and deliveries. Must be able to work five hours between the hours of 11am to 5pm, Monday through Friday. When filling in for receptionist on his/her days off, workday may be 8am - 5pm.

Required Qualifications:

- Experience in shipping and receiving, a mailroom or in a similar role (e.g., in an office, coordinating mailing projects or responsible for large amounts of shipping or mailings).
- Ability to represent the spirit and culture of OPB to visitors, guests, employees, volunteers and interns.
- Excellent customer service skills.
- Experience using computer software tools (especially Microsoft Office).
- Solution oriented, well organized, systematic, motivated and efficient.
- Excellent communication skills (verbal and written).
- Strong attention to detail needed.
- Valid driver's license required with a good driving record.

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- Ability to work in a highly active, labor-intensive environment.
- Familiarity with creating processes and procedures.
- Multi-tasker, problem solver, team player.
- Ability to learn new technology.
- Enthusiasm for the mission of OPB.

Preferred Qualifications:

- Reception or administrative support experience strongly desired.

To apply:

Please send an email or letter of interest requesting the instructions on how to apply for this position (Mail Clerk/Receptionist) **and where you first learned of this job opening** to hr@opb.org (<mailto:hr@opb.org>) or OPB Human Resources, 7140 SW Macadam Ave., Portland, OR 97219. Instructions on how to apply will be sent within 24 hours of receiving the letter of interest Monday through Friday. If a letter of interest is sent over the weekend or a holiday, application instructions will be sent by the end of the next business day.

Provides clerical support for administrative services and/or other work groups.

Application Deadline

All application materials are due by:
June 30, 2015, 5 p.m. (Pacific Time).

OPB values our listeners, viewers and readers and the unique blend of ideas and attitudes that they bring to Oregon and the Northwest. We know it is our responsibility to find those who will further our mission by giving voice to our community in all its diversity, and **we are wholly committed to doing so.**

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If your organization would like to be added to our contact list for future job openings so you can refer qualified applicants, please email us with your contact information at hr@opb.org (<mailto:hr@opb.org>).

OPB is an Equal Opportunity Employer.

Certain federal and state laws require that job applicants be able to view posters or notices describing specific laws that affect employers. These include the Oregon OSHA Job Safety and Health poster (http://www.opb.org/s/docs/about/Oregon_OSHA.pdf), the federal Equal Employment Opportunity poster (http://www.opb.org/s/docs/about/Equal_Employment_Opportunity.pdf), the federal Family and Medical Leave Act (http://www.opb.org/s/docs/about/Family_and_Medical_Leave_Act.pdf) poster and the federal Polygraph Protection Act Notice (http://www.opb.org/s/docs/about/Polygraph_Protection_Act.pdf). Although people viewing this section of [opb.org](http://www.opb.org) may not be job applicants, this is the most readily available location to ensure this information is available to potential job applicants.

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