



JOINT APPRENTICESHIP COMMITTEE FOR NORTHERN CALIFORNIA

14738 Cantova Way - Sloughhouse, CA 95683 - (916) 354-2029 - FAX (916) 354-1126

JOB OPENING NOTICE

Position: FULL TIME ADMINISTRATIVE ASSISTANT

Location: OE 3 JATC (Training Center), Sloughhouse, CA

Overall Responsibility

This position is the first point of contact and is responsible for answering questions in a professional and courteous manner. As part of the support staff it is required that this position works well with others, both staff and the public.

Qualifications

- Excellent communication skills
- Proficient knowledge of Microsoft Office applications
- Good organizational skills
- One year of college or equivalent work experience

Principle Responsibilities

- Answer and transfer calls on a multi-line telephone to the appropriate staff member
- Answer incoming inquiries regarding the Apprenticeship Program
- Greet and direct visitors
- Work closely with the Agenda desk and Registration office in processing paperwork
- Inventory of office supplies for orders
- Ordering and tracking of office supplies
- Accept deliveries
- Liaison between employers and the dispatching of apprentices for Public Works jobs
- Other duties as assigned by the Director

We are an EOE employer.

Interested candidates must submit a JATC employment application (available on oe3.org) and resume to Tammy Castillo, Director of Apprenticeship, at tcastillo@oe3jac.org. Completed applications must be received by 5:00pm, on October 20, 2017.