



WorkSource Vancouver & Events

Feb 9, 2024

Job Title: Residential Leasing Agent (relocation consultant) Training provided

Company: TMG

Pay Range: \$18-20

Background Check: yes

Schedule: Tuesday through Friday 8:30 AM to 5:30 PM, Saturdays 9 AM to 4 PM

Benefits: yes

Job Summary: Answer incoming calls with a friendly demeanor, describe properties and services to prospective tenants, and provide top-notch customer service to current residents. Utilize your sales skills to lease residential homes, duplexes, or apartments. Manage the application process, run credit reports, and ensure a smooth leasing experience for prospective residents. Career development and advancement available. We are committed to growing your talents.

Requirements: Are you a skilled barista or someone with less than a year of apartment leasing experience, brimming with exceptional customer service skills and a knack for conflict management? Do you thrive in fast-paced, high-energy environments and find joy in collaborative teamwork? If so, this is your opportunity to step into a new and exciting career as a Relocation Consultant with us!

Complete description & to apply: [Careers | Jobs available with TMG Property Management Services NW \(tmgnorthwest.com\)](#)

Job Title: Administrative Assistant

Company: EDS112

Pay Range: \$59,046 - \$71,839

Background Check: yes

Hours: 8-5 **Days:** Mon- Fri

Benefits: yes

Job Summary: Provide support to the Assistant Superintendent, the Insurance Program Fiscal Officer and the Risk Co-op Team. The Administrative Assistant will exercise independent judgment in accordance with agency policies and procedures and will be instrumental in supporting the work of the Assistant Superintendent and the SW WA school district self-insured risk cooperative (Risk Co-op).

Requirements: Experience working in a role involving coordination between organizational programs or departments Experience using Microsoft products and Zoom. Combination of education and experience, see link below.

Basic Skills: Microsoft and working in a data base.

Preferred: Experience working for a school district/public sector and knowledge of legal work in the organization.

Complete description & to apply: [Administrative Assistant | Job Details tab | Career Pages \(schooljobs.com\)](#)



Job Title: Warehouse Order Selectors

Company: UNFI

Pay Range: \$22.25, shift pay, & additional pay for freezer station. Overtime is required.

Background Check: yes

Drug Testing: yes (THC excluded)

Hours: & Days: 3 shift options, see link for times

Benefits: yes

Job Summary: You must safely, accurately, and efficiently pull orders along the way, including grocery products, perishables, frozen food, or repack products. You will palletize, shrink wrap, and place orders in the assigned locations

Requirements: Able to lift up to 75 lbs and work and meet physical demands of job.

Preferred: Some warehouse experience, double pallet jack experience

Complete description & to apply: <https://jobs.unfi.com/job/3706/warehouse-order-selector-starting-pay-at-2175-logistics-and-warehouse-us-wa-ridgefield/>

Job Title: CNA

Company: PeaceHealth

Pay Range: \$20.99 – 31.52

Background Check: yes

Drug Testing: yes

Hours: & Days: various options

Benefits: yes

Job Summary: Assist with transporting, bathing, feeding. duties as assigned.

Requirements: CNA certification and BLS thru American Health Association

Complete description & to apply: Valeria Raia, vraia2@peacehealth.org

Job Title: Administrative Assistant/Billing

Company: Thrive2Survive

Pay Range: \$26.00

Background Check: yes

Drug Testing: yes

Hours: 8-5 **Days:** Mon- Fri

Benefits: yes

Job Summary: Assist with administrative duties, billing, record keeping.

Requirements:

- Familiar with Excel, Quickbooks and MonkeyPod
- Utilize accounting and billing software proficiently for accurate and efficient billing processes.
- Stay updated on software upgrades and enhancements.
- Previous experience in administrative roles, including billing

For Complete description & to apply: Karin LaValla Karin.lavalla@esd.wa.gov



Job Title: Operations Sanitarian

Company: Firestone Pacific

Pay Range: \$16.50- 19.25

Background Check: yes

Drug Testing: yes

Hours: & Days:

Benefits: yes

Job Summary: Operation Sanitarian is responsible for maintaining a clean and sanitized environment within the production facility to ensure the safety and quality of FPF products

Requirements: Accountable, follow instructions, complete tasks in time allotted.

Complete description & to apply: [Firestone](#)

Job Title: Logistics Coordinator

Company: Firestone Pacific

Pay Range: \$67,724

Background Check: yes

Drug Testing: yes

Hours: 8-5 Days: Mon- Fri

Benefits: yes

Job Summary: Manage outbound trucking and inbound import container logistics .Process customer shipments through third party portal and set delivery appointments .Schedule all transfer and carrier movement from warehouses

Requirements: Minimum 2 years of dispatch and logistics experience, preferably with truck brokerage experience.

Basic Skills: High proficiency in MS Excel, MS Outlook, MS Teams and Chrome as well as ERP systems. Experience with Plex ERP and Retail Link Transportation Supply Chain Portal a plus. Touch typist and 10 key

Complete description & to apply: [Recruitment \(adp.com\)](#)

Job Title: 2nd Shift Bilingual Spanish HR Assistant 1

Company: Neil Jones

Pay Range: \$18.03 - \$22.54

Hours: 3 pm – 11:30 pm Days: Mon- Fri

Benefits: yes

Job Summary: Provide human resources administrative and clerical support to one or more areas of Human Resources at a unionized manufacturing facility.

Requirements: High School diploma or equivalent; Associate's degree or advanced coursework in human resources preferred; or, any equivalent combination of training, education and experience that demonstrates the ability to successfully perform the key responsibilities of the position. 2 years' general office experience; human resources and workforce scheduling experience preferred.

Complete description & to apply: [Recruitment \(adp.com\)](#)

HOT JOBS

Search jobs at WorkSourceWA.com



Job Title: Helper

Company: Graphic Packaging (Portland, north Marine Dr)

Pay Range: \$20.53 shift differential

Background Check: yes

Drug Testing: yes

Hours: & Days: Various days and shifts (8 hour or 12 hour shift) Must be available for all shifts

Benefits: yes

Job Summary: Learn and produce Flexo-Packaging. Rewind rolls to remove defective product. Repackage for shipment to the customer. Use standing fork truck to place pallets onto warehouse train for pickup. Place labels on rolls.

Requirements: 18 years of age or older, able to work weekend, holidays, various shifts, perform physical aspect of job

Basic Skills: Take direction, dependable

Complete description & to apply: [Graphic](#)