



## WorkSource Vancouver Hot Job & Events

June 28, 2024



**Job Title:** Southwest Region Outreach Specialist

**Company:** State of Washington Office of Minority & Women's Business Enterprise

**Pay Range:** \$5,341.00 - \$7,184.00

**Hours:** 8-5      **Days:** Mon- Fri, option to vary to allow for attending outside events

**Benefits:** Full benefits

**Job Summary:** Your primary focus will be on increasing the number of certified small businesses across Washington state and facilitating their engagement in government contracts. Through dedicated research and outreach initiatives, you'll help reduce barriers to participation and foster stronger connections within our communities. Your role will also involve nurturing relationships with small businesses, partners, and team members statewide, fostering a culture of collaboration and support. Emphasizing values such as diversity, equity, and inclusion, integrity, and excellence, you'll actively engage in activities such as active listening, humble inquiry, and respectful communication. In this role, you will make a meaningful impact and drive positive change in Washington's business landscape.

**Requirements:** WA driver's license Bachelor's degree in business administration, public administration, law, or related field. Note: Additional qualifying experience may substitute the educational requirement on a year for year basis. Three (3) years of professional experience with Business Development\*, Technical Assistance\*, and Community Engagement\* as defined below. Note: Work experience in multiple areas may be combined to meet this Three (3) year experience requirement.

**Duties:** Serve as the Southwest Region subject matter expert for increasing certified business participation in state contracts and enhancing OMWBE-certified businesses' capacity. Travel across Washington to promote OMWBE certifications, supplier diversity, access to capital programs, and other initiatives reducing barriers to government contract participation for small firms. Represent the agency at meetings, workshops, outreach events, and trade shows.

**Preferred:** Direct work experience interpreting, analyzing, and applying eligibility rules, policies, and regulations of government/public sector certification programs for minority, women and disadvantaged-owned small businesses. Experience providing technical assistance or counseling to small businesses, investigation, or owning or managing a business.

**Complete description & to apply:** [Job Link for Southwest Region Outreach Specialist](#)



**Job Title:** Inside Sales

**Company:** Oxarc

**Pay Range:** \$22- \$25

**Background Check:** yes

**Drug Testing:** yes

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

**Benefits:** Yes

**Job Summary:** Provide counter/store service to customers via in-person, phone, and fax. Sell industrial, medical and specialty gases, welding equipment, safety and other supplies to customers. Ensure all customer needs are met in a timely manner. Open and closing store duties. Assist with daily paperwork (cash reports), filing, preparing packets, answer invoice questions. Notify client when orders are ready for pick-up; return orders to stock as required, notify customer when back-orders are in, etc.

**Requirements:** 2 years customer service, basic computer skills including Microsoft Word, Excel, Outlook, and Internet use.

**Basic Skills:** Yes

**Preferred:** Understanding of welding terminology and equipment a plus.

**Complete description & to apply:** Mail resume with cover letter to [hr@oarc.com](mailto:hr@oarc.com) or in person 19310 NE San Rafael St, Gresham, OR 97230

**Job Title:** Cleaner (good fit for someone does not need a set schedule and wants weekends off)

**Company:** Just Clean Janitorial

**Pay Range:** \$20 or state prevailing wage for commercial cleaning (contingent on job assignment)

**Background Check:** yes

**Drug Testing:** Yes

**Hours: & Days:** Varies, flexible

**Benefits:** sick time

**Job Summary:** Clean new construction buildings. Basic Job Duties: Include but are not limited to - cleaning restrooms, mopping, sweeping, dusting, vacuuming, removing trash and/or recycling, restocking paper supplies and liners, etc.

**Requirements:** Driver's license, reliable transportation and cleaning experience

**Basic Skills:** Self-motivated/ detail oriented

**Preferred:** Experienced preferred

**Complete description & to apply:** [justcleanjanitorial1@gmail.com](mailto:justcleanjanitorial1@gmail.com)



**Job Title:** Seasonal/Temporary

**Company:** US Forest Service

**Job Summary:** Various positions such as Forestry Technician, Fire Dispatch, Maintenance Worker, Information Assistant

**Complete description & to apply:** [Gifford Pinchot National Forest - Employment \(usda.gov\)](http://GiffordPinchotNationalForest-Employment.usda.gov)



**Job Title: Customer Service Representative 1**

**Company: Neil Jones Food**

**Pay Range: \$21.- \$23.**

**Background Check: yes**

**Drug Testing: yes**

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

**Benefits: Yes**

**Job Summary:** Responsible to handle all aspects of daily order fulfillment and general order management for assigned area/region of responsibility; assists customers with various requests for information; coordinates orders/deliveries with Brokers and Regional Sales Managers, warehouse personnel and supply chain/logistics as needed to provide timely service to customers at our corporate headquarters.

**Requirements:** 2 years of customer service or sales and marketing experience in an internal service role. 1 year of office administration experience. High School diploma.

**Basic Skills:** Working knowledge with Microsoft Office applications, particularly Outlook Email, Word and Excel; ability to use PeopleSoft (ERP) order fulfillment application

**Preferred:**

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

**Job Title: Warehouse Shipping Clerk**

**Company: Neil Jones Food**

**Pay Range: \$18.50 - \$22.**

**Drug Testing: Yes**

**Hours: 8-5 Days: Mon – Fri** (available to work extended schedule and weekends during fresh pack season)

**Benefits: Yes**

**Job Summary:** Responsible for coordinating the daily activities of the shipping department which includes scheduling pick up appointments for over the road (OTR) and intermodal (IM) shipments and managing the order process and movement of equipment for rail shipments. This role will be responsible for providing the necessary documents for order picking to the dock drivers, accurately processes shipments in the ERP system and creates or secures shipping documents associated with each order.

**Requirements:** GED or above, At least one year of related warehouse shipping experience. 2+ years' experience in operating a computer and manufacturing related software.

**Basic Skills:** Proficient in Microsoft Office applications, particularly Excel and Word; good knowledge of PeopleSoft (ERP) shipping and inventory modules.

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



**Job Title:** Shipping and Inventory Clerk

**Company:** LifePort

**Pay Range:** \$18-\$20

**Background Check:** yes

**Drug Testing:** yes

**Hours:** 8- 5      **Days:** Mon. - Friday

**Benefits:** Yes

**Job Summary:** Performs a variety of tasks relating to day-to-day sales, product transportation,, receipt, delivery and control of materials in a manufacturing environment/

**Requirements:** GED or above. Proficient with MS Suite (Word, Excel, Outlook)

**Basic Skills:** Able to meet deadline, organized, self-directed

**Preferred:** 1 year forklift experience, production work experience, experience with ERP/MRP Systems.

**Complete description & to apply:** [Shipping & Inventory Clerk I \(paycomonline.net\)](#)

**Job Title:** Route Sales Representative

**Company:** Frito Lay

**Pay Range:** \$67,200/ 1<sup>st</sup> year target retention bonus

**Background Check:** yes

**Drug Testing:** yes

**Hours: & Days:** Determined by route

**Benefits:** Yes

**Job Summary:** Responsible for delivering, selling, and merchandising Frito-Lay's complete line of products including Lay's, Doritos, Cheetos, Tostitos, Fritos, and many more to local stores including gas stations, dollar stores, and large grocery stores. As a Route Sales Representative, you drive a Frito-Lay truck to different stores, work independently to unload orders, merchandise product, partner with store managers to increase sales, order, and maintain records throughout the day.

**Requirements:** Be 21 years of age or older; valid drivers license with proof of insurance; pass DOT physical and certification

**What to Expect:** Learn the basics of the role to include four to six weeks of dedicated driving and selling training with our amazing team members. Run routes for team members', experience different stores, and meet new customers. Grow sales on the route by building relationships, selling in displays, and completing national initiatives

**Complete description & to apply:** [Route Sales Representative \(Portland, Oregon\) | Frito-Lay \(fritolayemployment.com\)](#)

WorkSource program funded through a USDOL grant.

[To read about our program funding, click here.](#)