WorkSource Vancouver Featured Job

Nov. 15, 2024

Job Title: Office Assistant (position thru Dec. possible extension)
Company: Your Insurance Gal Agency
Pay Range: $17-$20
Hours: PT Days: Mon-Fri
Benefits: paid sick leave according to Washington State Law
Your Insurance Gal Agency is a small insurance agency in Vancouver helping our local area with all things health insurance related. We strive to maintain a friendly, relationship-oriented approach to insurance, and we are looking for someone who can be the first contact in that approach. We are looking for a new part-time Admin for our Agency: Job includes a lot of variety in a dynamic atmosphere. Initial knowledge of health insurance is not required. If you like to organize and multitask this is the position for you. We are prepared to offer thorough training.
Job Summary: Assisting full time team and agents with many office type duties – filing, information gathering, appointment confirmation, problem solving. Keeping office clean, organized, and stocked with marketing material. Answering the phones to help clients or direct calls appropriately. -Scheduling appointments and helping run them smoothly
Requirements: GED or above. Experience with Microsoft Word, PowerPoint, Excel and Outlook Mail OR the ability to gain proficiency in computer programs quickly.
Self-motivated organization skills. Excellent communication and ability to work closely with teammates and clients. Friendly and professional phone presence
Complete description & to apply: Diana Brydge admin@yourinsurancegal.com

Job Title: Mental Health Therapist/LICSW/LAAC
Company: Wahkiakum Health and Human Services (Cathlamet)
Pay Range: $35.70-40.02
Background Check: yes
Hours: Mon- Fri Days: 8-5
Benefits: yes
Why Wahkiakum? Our Master's level therapists offer great service to the people of Wahkiakum County. We work really well with our local doctors, school, EMS, courts, jail and law enforcement in our partnerships to help our clients. Our outpatient offices are a quiet safe place to meet clients. Your

colleagues include case managers and peers who help meet the needs described in the client's care plan.
Job Summary: The manageable case load size allows for a degree of specialization in fields of interest whether that interest is youth, young adults, or a general population of clients. None of our staff only see one category of client and they work together to make an equitable division of the workload. We offer generous training budgets to staff interested in improving their skills in new areas. **We compensate for documentation time**, and there is no expectation of working after hours or on-call, allowing Wahkiakum County Health and Human Services to stay committed to promoting a work-life balance.
Requirements: Masters level therapist
Complete description or more information, contact: Duncan Cruickshank
cruickshankd@co.wahkiakum.wa.us or visit county website

Job Title: Administrate Assistant (apply by 11-16)
Company: Knife River Linnton area of NW Portland, across St Johns Bridge
Pay Range: $18-26
Days: Mon- Friday
Benefits: yes
Job Summary:
- Provide general administrative support to all Portland operations.
- Resolve customer complaints and questions.
- Conduct new hire orientation and assist the HR team.
Requirements: GED or above, 2 years administrate experience
Basic Skills: Computer skills, attention to detail, valid drivers license, flexible to work different shifts
Complete description & to apply: Jobs at Knife River

Job Title: Vocational Rehabilitation Counselor (telework eligible)
Company: Dept. of Veterans Affairs
Pay Range: $59,966 - $140,713
Background Check: yes
Benefits: yes
Job Summary: Provide and coordinate a wide range of rehabilitation, counseling, and case management services to disabled veterans and other eligible individuals. The purpose, objectives, services, and outcomes are developed by the VRC during the evaluation. The program's primary focus will be on helping the veteran find work and set goals and objectives to help them become more independent in their daily lives.
Requirements: Master's degree in rehabilitation counseling, rehabilitation services, clinical rehabilitation counseling, counseling psychology, mental health counseling, career counseling or social work from an accredited college or university.
Complete description & to apply: USAJOBS - Job Announcement

HOT JOBS
Search jobs at WorkSourceWA.com

Job Title: Diesel Mechanic
Company: Waste Management
Pay Range: $34-38.65
Background Check: for review
Drug Testing: yes
Hours: & Days: 4-**day** week, starts at 2 pm
Benefits: yes
Job Summary: Maintenance and preventative work
Requirements: 4 years' experience
Complete description & to apply: **WM careers**

Job Title: Assist. Plant Maintenance Techs
Company: Waste Management
Pay Range: $32. – $35.
Background Check: for review
Drug Testing: yes
Hours: & Days: Monday to Friday, 8-hour shifts scheduled between 5:00 AM and 10:00 PM.
Benefits: yes
Job Summary: No experience required; training provided. Plant Maintenance Technician Assistant works under direct supervision and performs limited preventive maintenance assignments, completes minor repairs and assists in major repairs. No experience required; training provided
Requirements: 18 years of age, clean driving record and valid driver's license. Proficient in welding, some electrical knowledge, also hydraulic and pneumatic systems
Complete description & to apply: **WM careers:**

Job Title: Market Research Analyst
Company: Port Of Vancouver
Pay Range: $69,027 – 100,507
Hours: 8-5 **Days:** Mon - Fri
Benefits: yes
Job Summary: Conducts market research and provides data and analysis on markets, customers, and competitors. Generates reports and presentations to communicate insights to management. Investigates and compares competitive factors including performance, pricing, financing, and distribution, providing statistical

reports and action plan recommendations to marketing management. Sources data from numerous databases and verifies data quality and accuracy. Provides support for marketing initiatives and campaigns aimed at increasing brand awareness, driving customer engagement, and generating leads. This may include coordinating marketing activities, preparing marketing materials, and assisting with promotional events

Requirements: Bachelor's degree with emphasis in business, economics, transportation, international trade, or related discipline. Experience working in a business environment performing economic or market research, forecasting, statistical and data analysis or related experience, or equivalent education. Presentation creation, delivery, and technical and business writing experience required. Customer service background preferred. Must have demonstrated experience in working with numbers and data.

Basic Skills: Computer skills and valid drivers license

Complete description & to apply: Market Research Analyst - closes Nov. 24 - Port of Vancouver USA

This program receives support and funding from a U.S. Department of Labor grant(s) provided through Workforce Southwest Washington. Read more about WSW federal funding at WSW Funding Disclosures: https://workforcesw.org/federal-funding-disclosure