

Employment
Office Assistant

Application Deadline: 6/22/20

Date Posted: 6/17/20

Job Location: La Grande

Hours Worked Per Week: 20

Work Hours: 8:00-12:00 M-F

Shift: Day Shift

Position Duration: Temporary, June 26, 2020 - August 25, 2020

Wages: \$12.00 per hour

Description: Blue Mountain Translator District is a local government special district serving Baker and Union Counties. BMTD is seeking a motivated candidate to assist in the annual processing of service charge liability notices for district property owners. Candidate will assist in sorting mail, processing liability notices with custom software, file paperwork, and perform other duties as assigned. Employee will be supervised by the Executive Director. Work will be performed in-person at the BMTD office.

Requirements: Familiarity with Windows operating system, ability to lift 25 pounds, high school diploma or GED.

Application: Applicants must submit a cover letter, resume, and 3 references by email to bmtd.org@gmail.com by 12:00 PM on June 22, 2020.

EOU Students: Apply at <https://app.joinhandshake.com/jobs/3821707>.