

The Corvallis Contractor
Tara Gaitaud, owner
243 SW 3rd Ave, Albany, OR 97321
541-979-9753
tara@corvalliscontractor.com
email resume and referrals to tara@corvalliscontractor.com

Knowledgeable with Microsoft software.

Specific Academic Knowledge or Experience suggested:

- general clerical duties including photocopying, filing and mailing
 - maintain electronic and hard copy filing system
 - retrieve documents from filing system
 - handle requests for information and data
 - schedule and coordinate meetings, appointments and travel arrangements for managers or supervisors
 - open, sort and distribute incoming correspondence
 - prepare written responses to routine inquiries
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- Answer inbound phone calls
 - receive and interact with clients

working toward business degree or equivalent preferred
high school diploma with a number of years administrative and supervisory experience
knowledge of accounting, data and administrative management practices and procedures
knowledge of clerical practices and procedures
knowledge of human resources management practices and procedures
knowledge of business and management principles
computer skills and knowledge of microsoft office software

Desired/helpful skills:

communication skills
problem analysis and assessment
judgment and problem solving
decision making
planning and organizing
work and time management
attention to detail and high level of accuracy
delegation of authority and responsibility
information gathering and monitoring
coaching skills
initiative
integrity
adaptability
teamwork and collaboration

www.corvalliscontractor.com