

# WEEKLY JOB LEADS



## JOB LEADS

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(OJT = On The Job Training Opportunity)

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HELP

### Your Community

#### Boutique Job Listings



Boutique job listings refer to a resource -usually online -for finding job openings that all fall under a specialized category, such as location or industry type. Here's some that are significantly helpful in the metro area and often contribute to this list:

Portland Tech Jobs  
<http://portlandtech.org/>

Poached Jobs  
<https://poachedjobs.com/>

Urban League Career Connections  
<https://ulpdx.org/jobs/>

## Customer Service

[1758734 Customer Success Manager - Beaverton](#)

[1777904 Telecom / VoIP Sales Specialist - Gladstone](#)

[E-Com Collectibles Customer Service Representative -Goodwill -Hillsboro](#)

[Goodwill Cashier in Portland, Beaverton -see ad for locations](#)

Boutique Sales Associate -Metamorphic -St. Johns -email resume to  
[Metamorphic02@gmail.com](mailto:Metamorphic02@gmail.com)

Part-time Sales Associate -Etcetera Gifts & Goods -St. Johns: Mail or drop off resume at our store: 8621 N. Lombard Street, Portland, OR 97203. Please include a list of 2-3 references with your resume.

[Customer Service Associate \(Glisan\) -Oregon Beverage Recycling Cooperative](#)

[Customer Service Representative -Wishpets - Beaverton](#)

[Customer Service Representative -Moda Health -Milwauke](#)

[Bilingual Eng./Spanish Inside Sales Representative -Tireco, Inc -Portland](#)

[Call Center Sales Representative -United Health Response LLC - Portland](#)

[Client Care Specialist -Compass Veterinary Clinic - Lake Oswego](#)

[Inside Sales Representative -Viewpoint -Portland](#)

[FT Guest Services Agent -Hilton Hotel and Exec Tower DT Portland](#)

[Assistant Director Of Events - Hilton Portland & Executive Tower](#)

[Guest Service Representative -Residence Inn Portland Downtown/Pearl District](#)

Customer Service -Toys N More -Lloyd Center -Apply in Person

[Brewbarge Deck Hand -Portland](#)

Transportation

[1720363 A&P Mechanic - \(OJT\) - Hillsboro](#)

[1771664 Furniture Delivery / Driver - Portland](#)

[Class A, B, and C drivers CDL -Cornerstone Transportation](#)

[SHUTTLE DRIVER, TEMPORARY – OREGON ZOO](#)

[Heavy Industrial Shipyard Marine Mechanic -Vigor -Portland](#)

[Driver Class B - PDX -Pacific Coast Fruit Company](#)

[Automotive Entry-Level Technician - \(Part-Time/Full-Time\) Goodyear Lake Oswego, OR](#)

[Warehouse and Delivery Drivers -American Tire Distributors -St. Johns](#)

[Auto Servicer -Portland Police Bureau](#)

[Part-time Brewcycle Driver -Portland](#)

[Night time Shop Helper -United Salad -Portland](#)

[Cargo Services Agent PG1 -Horizon Air -PDX](#)

Warehouse/Production

1787414 Industrial Maintenance Mechanic - Portland

1780975 Production Workers - Portland

1749479 Production Worker - Tualatin

Warehouse -Swing shift -Vigor -Portland

Retronix Semi-conductor -Entry Level Production -Portland

Goodwill -Broadway Store -Production Associate

Warehouse & Operations Support -Showers Pass -Portland

Utility III (production) -Cintas -St. Johns

Daytime Repackaging Associate -United Salad -Portland

Day Warehouse Order Selector (Nights also available) -United Salad -Portland

Production Operator -Bridgetown Natural Foods -Portland

Sanitation Technician -Bridgetown Natural Foods -Portland

Forklift Driver -Nova USA Wood Products - Beaverton

## Janitorial/Housekeeping

[1710368 Maintenance Technician \(OJT\) – Beaverton](#)

[1767917 Journeyman HVAC Technician \(OJT\) - Portland](#)

[full-time Maintenance Technician -Gerding Edlen properties -Portland metro](#)

[Facilities & Maintenance Coordinator -William Temple House -Portland](#)

[Housekeeping Room Attendant - Hilton Portland & Exec Tower](#)

[PT Custodian -Gresham United Methodist Church](#)

[Dining Room Utility Attendant -Portland Marriott Downtown Waterfront](#)

[Housekeeper-Residence Inn Portland Downtown/Pearl District](#)

[Housekeeper -Beaverton-Courtyard Inn](#)

[Housekeeping Houseman - Part Time - Portland Marriott Downtown Waterfront](#)

[Community Garden Technician -Portland Parks and Recreation](#)

[Custodian -Cintas -St. Johns](#)

Professional

[1756857 Sr Sales Ops. Specialist - Dtown Portland](#)

[1756852 DevOps Engineer - Dtown Portland](#)

[1756839 IT DevOps SysAdmin - Dtown Portland](#)

[1756845 Jr DevOps Engineer - Dtown Portland](#)

[1758740 .NET Engineer - Beaverton](#)

Full-time Barber -Wayne's Barbershop, 503-756-6816 for additional info, St Johns

Healthcare/Human Services

1787819 Medical Assistant (OJT) - Tigard

1797107 Infant, Toddler, and Preschool Teacher (OJT) - Hillsboro

1759763 Billing and Reimbursement Lead (OJT) – Milwaukie

1752853 House Manager (OJT) – Tigard

1762865 Licensed Practical Nurse (OJT) – Portland Metro Area

1730095 Dental Assistant - Beaverton

1722477 Assistant Preschool Teacher – Hillsboro

1727788 Counselor, Swing Shift (OJT) – Beaverton

Youth Development Instructor – After School Program -Club K -Portland -other positions available

Zoom Care -Clinic Associate -multiple positions in Portland area

Transgender Justice Trainer/Organizer -Basic Rights Oregon -Portland

## Food Service

[Line Cook at Jackrabbit -DT Portland Hilton](#)

[Banquet Captain - Hilton Portland & Exec Tower](#)

[Check Caller Expeditor -Portland Marriott Downtown Waterfront](#)

[Bistro Team Member - PM - \\$11.70 per hour plus tips!!! -Beaverton-Courtyard](#)

[Breakfast / Banquet Attendant-Residence Inn Portland Downtown/Pearl District](#)

[Food and Beverage Supervisor -Residence Inn Portland Downtown/Pearl](#)

[Sandwich Artist Subway - 520 SW Sixth Ave, Portland](#)

[Delivery Driver: Corporate Box Lunch -Elephants Delicatessen - Portland](#)

[Cook/Prep Cook -Holladay Park Plaza -Portland](#)

[BARTENDER AND SERVER POSITIONS -Jolly Restaurants - Portland](#)

[Catering Servers - Oregon Zoo](#)

[Food Server \(HPP\) -Holladay Park Plaza -Portland](#)

[Restaurant Lead - Oregon Zoo](#)

[Host -Sage Hospitality/Departure -Portland](#)

Construction/Labor

[1745507 Intermediate Roofer - Aloha](#)

[1740964 Remodel Carpenter \(Portland Metro Area\) - Milwaukie](#)

[1738824 Experienced Roofer \(OJT\) - Portland](#)

[Welder - Journey Level - PDX -Vigor](#)

[Painter - Associate 2,3,4 - PDX -Vigor](#)

[Laborer - Associate 1 - PDX](#)

[Vigor has multiple positions open: carpentry, pipefitting, industrial production -PDX](#)

[Evraz -15 General Labor Openings -Portland -\\$14.75/hour](#)

[Heavy Equipment Operator -Evraz -Portland](#)

[Asphalt Raker - REVISED, More openings! -City of Portland](#)

[Tig Welder Assembler -Team Rosin -Milwaukee](#)

[General Labor- Residential Construction -Pacific Lifestyle homes -Vancouver](#)

[Multnomah Falls Lodge seeks Groundskeeper](#)

Clerical/Office

1793813 Administrative Assistant - West Linn

1777107 Bookkeeper (OJT) - Portland

1752062 General Office - Beaverton

Billing Specialist -Viewpoint -Portland

Human Resources Representative -Evraz -Portland

Bureau Personnel Administrator (Administrative Assistant) Portland Bureau of Transportation

Rental Screening Specialist -Norris-Stevens -Portland

Executive Assistant to the President/CEO -University of Oregon Foundation

Accounts Receivable Clerk -Cintas -St. Johns

Data Entry Clerk -United Salad -Portland

Property Management Support / Executive Admin - FT - Downtown Portland

Data Entry Clerk -Beaverton -Robert Half

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## Other

[Security Guard/Customer Service -Allied International -Portland](#)

[Zoo Train Operator - temporary -Metro - Oregon Zoo, OR](#)

## Additional Information

### **Facilities & Maintenance Coordinator at NW Non-Profit (Portland)**

compensation: **\$17 per hour**

employment type: **full-time**

non-profit organization

Local nonprofit seeking experienced, versatile and reliable employee for the position of Facilities and Maintenance Coordinator. This position is multifaceted, with many responsibilities, including the management and maintenance of building facilities, equipment, systems and grounds, insuring a safe and comfortable day-to-day experience for all staff, volunteers and clients, and protecting and enhancing the real value of the capital assets of our buildings, with due consideration to the preservation and enhancement of the entire work and service environment.

Example Duties and Responsibilities

- o Responsible for opening and preparing the building for use each morning.
- o Perform responsive maintenance when unforeseen issues arise.
- o Occasionally will have to respond to issues of graffiti, homelessness, and substance abuse on our property, which may require cleanup as well as communication with and reporting to law enforcement and emergency services.
- o Maintain a prioritized and regularly updated list of maintenance and improvement tasks to be performed.
- o Gather estimates and bids from licensed and insured vendors and contractors for larger improvement projects and scheduled services.
- o Point of contact between organization and vendors, contractors, subcontractors and inspectors during all projects and general building operations.
- o Project management of improvement projects and renovations.
- o Research and implement measures, practices and improvements to insure improved energy efficiency and decreased energy usage.
- o Take leadership role on Safety Committee and work with committee members, staff and volunteers on safety planning, regular communication of safety issues, and implementation of safety improvements.
- o Maintain records of and schedule all required inspections and licensing of fire safety systems.
- o Monitor, maintain and improve building security systems.
- o Provide backup assistance to Social Services Food Pantry as needed for donation pick-ups.
- o Support scheduling and set up of building space to facilitate group trainings and other events. These events may occasionally require working evenings and/or weekends.
- o Maintain required records and reports of all purchases for maintenance projects.
- o Maintain and update as necessary a procedures manual of routine duties and contacts.
- o Maintain stock of necessary maintenance and building materials as well as general use supplies.
- o Perform weekly detailed cleaning of specific high use program areas including the restrooms, reception lobby and conference rooms, to insure cleanliness and a safe, uncluttered, pleasant atmosphere.

#### Qualifications & Skills

- o A well rounded, hands-on background in the construction trades as well as an understanding of general building practices and codes is required.
- o A working knowledge of building electrical, plumbing and HVAC/mechanical systems is required. Experience with irrigation systems a plus.
- o Experience with project management is required.
- o Familiarity with computer tasks and programs, Microsoft Word, Excel, Google spreadsheets, email and use of internet resources for information gathering are all required.
- o Ability to solve problems proactively, to multi-task, prioritize and wear numerous hats is important.
- o Experience with fire suppression and fire/security systems is preferable.
- o Valid Oregon Driver's License and ability to drive large van.

- o Ability to safely operate hand tools.

#### Work Environment

- o This position occasionally requires work in dusty, noisy, damp and cold environments.
- o Occasional use of noisy power tools and equipment, such as circular saws, angle grinders, drills, sump pumps, vacuum cleaners, etc. is required.
- o A safety focused approach to work practices, use of hand and power tools and the willingness to be part of an ever-improving culture of safety is an important part of the environment you will help create and maintain.
- o This position also requires a moderate but regular amount of computer based activity and as such sometimes requires extended periods of sitting and use of computer equipment.
- o Please note that we work with a diverse array of people and this position will interact with people who may be of different race, nationality, religion, sexual orientation, socioeconomic class and mental health status than the employee.

#### Physical Demands

- o While performing the duties of this job, the employee is continually required to stand, walk and stoop, and reach with hands and arms. Occasionally required to kneel, crouch or crawl, climb or balance. Must be able to lift and move objects of more than 50 pounds.
- o Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. This job position works out of an historical building and must be able to navigate stairs. No elevator is available.
- o Ability to lift, transport, set up and climb ladders is occasionally necessary.

Regular hours are daily M-F 6 a.m. to 2:30 p.m. with occasional flexibility to help with events during evenings and weekends.

We offer a great benefits package that includes PTO, medical, dental, vision, life and LTD insurance and a 401(k) plan with company match.

To apply, send cover letter and resume. No phone calls, please.

resumes and cover letters to [kwilliams@williamtemple.org](mailto:kwilliams@williamtemple.org)

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CORNERSTONE TRANSPORTATION

# Now Hiring CDL Drivers

Class A/B/C



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## **Help for Job Links that Won't Open**

Some mobile devices (cell phones, tablets, etc.) cannot open the links to job descriptions and applications in this file. There are two options available:

1. Open the file from your email in desktop computer internet browser. The desktop versions of Explorer, Chrome, and Firefox should all be able to open the links.

2. Download the FREE mobile Adobe Acrobat Viewer for your device. You can search for the app in your device's app store or copy and paste the appropriate internet link below into your device's browser:

- Android:  
<https://acrobat.adobe.com/us/en/acrobat/mobile-app/android.html>
- iPhone  
<https://acrobat.adobe.com/us/en/acrobat/mobile-app/iphone.html>
- Windows Mobile  
<https://acrobat.adobe.com/us/en/acrobat/mobile-app/windows-phone.html>
- iPad  
<https://acrobat.adobe.com/us/en/acrobat/mobile-app.html>

3. We strive to provide you with recent, active job openings. Occasionally, a job might be filled immediately and the listing will not be available for the entire week. If you encounter a problem with a SINGLE job link, but other job links appear to work correctly, this is probably what happened. If you are interested in a job link on this page that will not open, please email us at [jlasko@gicw.org](mailto:jlasko@gicw.org) -we will check to see if there is a functional link available and may be able to offer some similar jobs if the job you were interested in is filled.

4. Questions about this Job List? You can reach us at [jlasko@gicw.org](mailto:jlasko@gicw.org)

5. Questions about Goodwill Job Connection? Call 1-877-676-5872 or visit [goodwilljobconnection.org](http://goodwilljobconnection.org) to find contact information for your nearest Job Connection office.