



**OPERATING ENGINEERS JOURNEYMAN APPRENTICE TRAINING CENTER
FOR NORTHERN CALIFORNIA**

14738 Cantova Way - Sloughhouse, CA 95683 - (916) 354-2029 - FAX (916) 354-1126

JOB OPENING NOTICE

Operating Engineers 3 Joint Apprenticeship Training Center
14738 Cantova Way, Sloughhouse, CA 95683

Job Title	Full Time Receptionist/Administrative Assistant
Location	Operating Engineers 3 JATC 14738 Cantova Way Sloughhouse, CA 95683
Hour/Week	40 hours per week Monday – Friday 8:00 a.m. – 4:30 p.m.
Wages & Benefits	\$35.33 per hour plus Benefits package
Education	One year of college or equivalent work experience
Experience	<ul style="list-style-type: none"> • Willing to learn new computer programs and office equipment in general • Professional communication skills a must • Proficient knowledge of Microsoft Office applications • Good organizational skills
Description of Duties and Responsibilities	<ul style="list-style-type: none"> • Answer multi-line telephone and properly direct calls • Greet and direct visitors • Provide copy services for administrative office • Enter apprentice leave of absences, contact reports and generate monthly reports for coordinators • Send Special Called Meetings and Semi-Annual Meeting notices to apprentices • Delete all apprentice removals, apprentice to journeyman and transfers from month end reports • Process all Public Work requests, including confirming dispatch needs, filing claims, and updates to the Organizing Department • Sort and distribute mail • Mail, track, and enter all new applications • Track meter readings for copy machine and keep copier properly supplied • Order office supplies • Accept deliveries and certified mail • Other duties as assigned by the Director, Greg Gasaway
<p><i>The Operating Engineers JATC is an equal opportunity employer and does not discriminate on the basis of race, color, ethnicity, gender, creed, religion, age, sexual orientation or any other federally protected classification.</i></p>	
<p>Applications are available at any District office or at: www.oe3.org applications must be submitted to Melissa Vasko via email: mvasko@oe3jac.org, fax (916) 354-1126 or mail: 14738 Cantova Way, Sloughhouse, CA 95683 ATTN: Melissa Vasko by 5:00 pm on Friday February 14th, 2025</p>	