

TLC Holdings, LLC.
PO Box 1333 Estacada, OR 97023
503-984-1147

Position: Office Receptionist
Entity: TLC Holdings, LLC
Location: Lincoln City, OR 97367
Salary: Negotiable
Supervisor: Jeremy Cearley & Laurie Cearley
Classification: Non-exempt – Full Time
Benefits: None

Position Summary:

This position is located at the Siletz Tribal Business Corporation DBA Logan Road RV Park at 4800 NE Logan Road, Lincoln City, OR 97367. Logan Road RV Park is open seven days a week for most of the year and requires some evening and weekend hours. This position requires a lot of interaction with RVers, vendors, the business owner (Siletz Tribal Business Corporation) and the general public via phone, email and in-person.

Qualifications:

Basic qualifications sought for this position include having a GED or High School Diploma, receptionist experience in hospitality preferred, having a valid Oregon Driver's license, can lift 50lbs, get or obtain Oregon Q-Care Certificate, propane service and certification and basic first aid training certification. Some marketing experience to include Facebook & Twitter postings preferred.

Duties:

Duties include but are not limited to learning or having knowledge of Campground Manager and Payware Connect software, Microsoft Windows, Excel, Word, Outlook and OneDrive, can interact with and process guests, keep accurate and timely financial record keeping and make bank deposits. Other duties include keeping the park secure, perform excellent customer service and appearance, enforce the Park's rules and regulations, inspect the park daily and perform janitorial cleaning on a needed basis. Other duties as assigned.

Working Conditions:

Typically, the receptionist may sit comfortably to do the work; there may be occasional walking, standing, bending, carrying of items, such as books and papers; cleaning bathrooms and performing other basic janitorial work.

Personal Contact and Purpose

A considerable number of personal contacts are necessary to successfully accomplish the duties of the office receptionist, including contacts with the general public, Siletz Tribal Business Corporation, Confederated Tribes of Siletz Indians, Chinook Winds Casino & Resort, Siletz Tribal Business Corporation Board of Directors and personnel from a variety of governmental, Tribal public and private agencies.

At-Will Employment:

This position is exempt and at-will, meaning that TLC Holdings, LLC and the employee may terminate the relationship at any time, for any reason and without notice.

As a tribally owned company, TLC Holdings reserved the right to hire for this position per its Indian Preference Policy.

I have reviewed the job description written above and understand the duties of the position.

Employee Name: _____

Employee Signature: _____ Date: _____

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the TLC Holdings, LLC.

TLC Holdings, LLC Indian Preference Policy will apply. TLC Holdings, LLC will not discriminate in selection because of race, creed, age, sex, color, national origin, physical handicap, marital status, politics, membership, and non-membership in an employee organization.

Please email resume and signed job description to jeremy@cearleyconstruction.com or laurie@cearleyconstruction.com or mail to PO Box 1333 Estacada, OR 97023. Open until filled.