

Current Job Posting

DEPARTMENT	JOB TITLE	CLOSING DATE
Chehalis Tribal Enterprises	Benefits Coordinator Administers employee benefits and support the daily operations of the HR Department. Coordinates benefit enrollments, qualifying life event changes, leave administration, benefits reconciliation, employee communications, and personnel records while ensuring compliance with applicable laws and company policies. Working collaboratively with the Payroll & Benefits Coordinator, this role serves as a resource for employees, managers, and benefit providers to ensure the accurate and timely administration of employee benefit and leave programs. Minimum qualifications include an Associate's or Bachelor's degree in HR, Business Administration, or a related field (or an equivalent combination of education and experience), 3 or more years of progressively responsible Human Resources experience with an emphasis on benefits administration, leave administration, personnel records, benefits billing, or HR operations, and experience with HRIS and employee benefit programs. Tribal government or Tribal enterprise experience is highly preferred. Must obtain a THRP certification within one (1) year of employment if not already certified; SHRM-CP or SHRM-SCP certification is preferred. Have strong knowledge of employee benefits, employment laws, HR compliance, excellent organizational and communication skills, and attention to detail, sound judgment, and the ability to maintain strict confidentiality.	Open Until Filled
Chehalis Tribal Enterprises	Accounts Payable Specialist Responsible for the accurate and timely processing of accounts payable transactions, including coding and entering invoices, reconciling vendor statements, processing check runs, ACH and wire payments, resolving payment discrepancies, and maintaining organized financial records. Works closely with vendors and internal departments to support efficient financial operations and assist with month-end reconciliations. Must have a High School Diploma or GED and a minimum of 4 years of accounts payable experience. Strong organizational, analytical, and communication skills are required, along with proficiency in Microsoft Word and Excel. Experience with Sage Intacct and ADP is preferred. Detail-oriented, and able to manage multiple priorities while meeting deadlines in a collaborative team environment.	Open Until Filled

18120 Anderson Rd SW, Oakville, WA 98568

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Send your resume to: hyanito@chehalis tribe.com

End of the Trail Stores	Food Service Manager Oversees foodservice operations for all End of the Trail Stores while managing the EOT Marketplace 2–3 days per week. This role is responsible for menu development, inventory management, food safety compliance, team training, operational consistency, and supporting new food programs. The ideal candidate has at least three years of foodservice leadership experience, strong knowledge of food safety and inventory systems, excellent leadership and communication skills, and the ability to manage multiple locations. A high school diploma or GED is required; culinary or food safety certifications are preferred. Candidates must be available to work a flexible schedule, including weekends and holidays.	Open Until Filled
End of the Trail Stores	Store Clerk Support daily retail operations by providing exceptional customer service, operating the POS register, handling transactions accurately, and assisting with stocking and merchandising. Maintaining store cleanliness, adhering to food safety and alcohol/tobacco regulations and following proper shift procedures and policies. A high school diploma or GED is required, along with a food handler's permit. Performing other duties as assigned.	Open Until Filled
Talking Cedar Restaurant	Host/Retail A punctual, customer-focused team player who thrives in a fast-paced environment and delivers professional service. Will greet and seat guests, multitasking by answering phones, assisting with retail sales, processing POS transactions, and helping maintain a clean, organized host stand and retail area. Prior hospitality or retail experience is preferred, along with strong communication skills, basic math and computer proficiency. Available evenings and weekends is required. Must be legally able to serve alcohol and obtain required Food Handler and MAST permit.	Open Until Filled
Oaksridge Golf Course	Golf Shop Attendant (Seasonal) Responsible for providing exceptional customer service while supporting the daily operations of the golf shop. This position operates the cash register, schedules tee times, processes retail sales, stocks merchandise and beverage coolers, assists with inventory control, maintains a clean and organized shop, and prepares golf carts for daily use. A High School Diploma or GED is required. Previous retail or customer service experience is preferred, and knowledge of golf is a plus. Candidates must possess strong customer service, communication, cash handling, and basic math skills, with the ability to work independently, lift up to 50 pounds, perform routine cleaning and stocking duties, and maintain a professional, dependable, and team-oriented work ethic.	Open Until Filled

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Confederated Construction Company	Estimator/Project Manager Experienced with a strong background in residential, commercial, federal, and public works civil construction projects, serving as both Prime and Subcontractor. This position is responsible for leading both the preconstruction and project execution phases, including estimating, bidding, planning, scheduling, budgeting, and project delivery. The candidate will prepare accurate cost estimates, perform quantity takeoffs, develop competitive bids, coordinate with subcontractors and suppliers, and manage projects from award through completion. Working closely with the Director of Construction, Project Team, and Field Leadership, this role requires expertise in civil construction methods, cost analysis, project scheduling, contract administration, risk management, and regulatory compliance. Candidates should possess 5–10 years of civil construction experience, including 2–5 years in estimating and/or project management, with experience in public works, infrastructure, utilities, and site development projects. An associate degree is preferred, with a degree in Construction Management, Engineering, or a related field considered a plus.	Open Until Filled
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Other Employment Opportunities

	Room Attendant	Open Until Filled
	Breakfast Attendant	Open Until Filled
	Front Desk Agent	Open Until Filled

To apply go to: <https://meretehotels.com/hospitality-careers/>

Location: 6223 197th Way SW, Rochester, WA 98579

	Taco Bell Cashier	Open Until Filled
	Taco Bell Team Member	Open Until Filled

To apply go to: <https://jobs.pilotflyingj.com/jobs> Use code: 1169

Location: 2725 93rd Ave SW, Olympia, WA 98512

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