

Current Job Posting

DEPARTMENT	JOB TITLE	CLOSING DATE
Chehalis Tribal Enterprises	Administrative Assistant A professional, organized, and dependable Admin Assistant to provide reception, clerical, and general office support for the CTE and its departments. Serves as a primary point of contact for visitors and callers and is responsible for a variety of office functions, including preparing correspondence and documents, maintaining records and filing systems, scheduling meetings and appointments, coordinating mail and office supplies, assisting with special events and travel arrangements, and helping maintain a welcoming and professional office environment. Provide support to various CTE departments as needed, including occasional assistance with Human Resources tasks. Has excellent customer service and communication skills, strong attention to detail, the ability to manage multiple priorities, and the discretion to appropriately handle sensitive and confidential information. A High School Diploma or GED and at least 2 years of experience in a professional office setting performing clerical and administrative support duties are required. Proficiency in Microsoft Office, including Word, Excel, and Outlook, along with strong organizational, interpersonal, and time-management skills, is essential. We are looking for a self-motivated team member who takes initiative, works well independently.	Open Until Filled
Chehalis Tribal Enterprises	Accountant III Responsible for preparing and analyzing financial information, maintaining the general ledger, performing complex account reconciliations, preparing journal entries, assisting with month- and year-end closing processes, supporting budgeting activities, analyzes financial data, identifies and resolves accounting discrepancies, assists with internal and external audits, and recommends improvements to accounting processes and internal controls and preparing financial statements and reports in accordance with Generally Accepted Accounting Principles (GAAP). Has at least five years of progressively responsible professional accounting experience required. Bachelor's degree in accounting or finance required. Must be willing and able to work flexible hours that will include evenings, weekends and holidays	Open Until Filled

End of the Trail Stores	Assistant General Manager Supports the General Manager in overseeing day-to-day operations across all EOT locations such as fueling and food service operations, while providing leadership and support to Store Managers and employees. Will have primary responsibility for the EOT food service program, including food safety and sanitation, menu and program development, inventory and cost controls, product quality, employee training, vendor coordination, and maintaining consistent operational standards across all locations. Will be a strong, hands-on leader with excellent communication, organizational, and problem-solving skills and the ability to promote accountability, teamwork, exceptional customer service, and a positive work environment. A minimum of (5) years of progressively responsible leadership or management experience in retail, convenience store, food service, hospitality, or a related environment is required, along with experience overseeing food service operations; a bachelor's degree in a related field is preferred. Must demonstrate cultural awareness and the ability to work respectfully within the Chehalis Tribal community, be able to periodically lift up to 30 pounds, and be willing to work a flexible schedule that may include evenings, weekends, and holidays.	Open Until Filled
End of the Trail Stores	Person In Charge (P.I.C.) Dependable, customer-focused shift lead to support daily operations and oversee staff in the manager's absence at the End of the Trail stores. Responsibilities include delivering excellent customer service, assisting with sales, operating the POS system, stocking and pricing merchandise, and ensuring a clean and safe store environment. Ideal candidates will have prior retail or convenience store experience, strong communication skills, and the ability to lead by example in a fast-paced setting.	Open Until Filled
Confederated Construction Company	Estimator/Project Manager A strong background in residential, commercial, federal, and public works civil construction projects, serving as both Prime and Subcontractor. 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	Open Until Filled

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Send your resume to: hyanito@chehalistribe.com

	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.	
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Other Employment Opportunities

	Seasonal Room 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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