

## **Job Description ~ Administrative Assistant**

**Immediate Supervisor:** Port and Boatyard Office Managers

### **Position Objectives:**

- To provide administrative and clerical assistance to the Port and Boatyard Office Managers and other staff as directed.
- Full time position split between the Port Office and Boatyard Office
- To provide a variety of general office, clerical, accounting, retail and inventory duties.

### **Summary of Duties and Responsibilities:**

1. Perform a variety of receptionist, clerical, and general office tasks as needed
2. Prioritize assignments in order to meet deadlines
3. Receive, sort and distribute mail and packages; deliver outgoing mail
4. Create correspondence, invoices and other documents as required
5. Reconcile vendor statements and enter accounts payable
6. Invoice customers, collect payments and make deposits
7. Retail sales and inventory tracking
8. Maintain professional and customer service relationships with the public, customers, vendors , agencies and co-workers
9. Update and maintain website and social media
10. Write and distribute press releases when required
11. Assist in the organization of events, including the annual Wooden Boat Show
12. Other duties as assigned

### **Education, Experience and Knowledge Preferred:**

- High School diploma or GED; Business school or continued education or the equivalent in experience and training
- Proficiency with computer accounting programs, preferably QuickBooks Pro
- Proficiency with Microsoft Word, Microsoft Excel, Internet Explorer and Wordpress
- Strong written and oral communication skills including knowledge of business English, composition, spelling and punctuation
- Detail-oriented with excellent organizational skills
- Communicate effectively with customers, vendors, co-workers and other agencies
- Maritime experience is a plus
- Retail business experience, including sales, inventory, and marketing

**Other:**

- Position requires discretion and the ability to maintain confidentiality, professionalism and harmonious relationships with the public and co-workers.
- Position requires strong organizational skills and ability to prioritize.
- Must be a self-starter and work with little or no direction.
- Valid Oregon driver's license

The above statements are intended to describe in general nature the level of work being performed by those assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

I have read and understand the above described summary of duties, responsibilities and expectations for the position of Administrative Assistant.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Port Manager

\_\_\_\_\_  
Date