

Job Description - Administrative Specialist

Immediate Supervisor: Port Manager or Designee

Position Objectives: To assure smooth operations of the Port by providing clerical support, office administration and accounting assistance.

Summary of Duties and Responsibilities:

1. Attend and take minutes at monthly Commission meetings
2. Create correspondence, invoices and other documents as required
3. Assist with lease development and tenant relations
4. Provide grant support: Assist with writing grant applications, monitoring, and reporting
5. Accounting Assistant
 - A/R - Invoice customers, collect payments and make deposits
 - Verify purchases, enter payables
6. Receive, sort and distribute mail and packages
7. Marketing and public relations: Write press releases, update and maintain website and social media, develop newsletters, create marketing materials
8. Assist in the organization of events, including the annual Wooden Boat Show
9. Other duties as assigned

Education, Experience and Knowledge Preferred:

- Associate degree or higher; Business school or continued education or the equivalent in experience and
- Detail-oriented with excellent organizational skills
- Communicate effectively with customers, vendors, co-workers and other agencies
- Maritime experience preferred
- Business experience in real estate, marketing, or maritime industry

Minimum Qualifications

- Proficiency with Microsoft 365: Outlook, Word, and Excel
- Experience using Quickbooks
- Strong written and oral communication skills including knowledge of business English, composition, spelling, and punctuation
- Valid Oregon driver's license
- Authorized to work in the United States

Other:

- Position requires discretion and the ability to maintain confidentiality, professionalism and harmonious relationships with the public and co-workers
- Must be a self-starter and work with little or no direction
- Limited Duration for up to 90 days, with possibility of position becoming permanent

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 Specialist.

Employee Signature

Date

Port Manager

Date