

Administrative Assistant

Job Summary

The Oregon International Port of Coos Bay is hiring an Administrative Assistant who will provide quality support to all departments and employees through the functions of Office Administration, Administrative Support, Information Systems, and Records Management.

Essential Job Functions

- Greets all guests and answers and directs phone calls to Port Staff. Uses discretion in routing of phone calls, mail, and guests.
- Provides secretarial and administrative support to the Chief Executive Officer (CEO), Commission, and senior management staff.
- Types and/or drafts letters, memoranda, correspondence, reports, agreements, presentations, forms and other documents from drafts, notes, dictation or brief oral instructions, using word processing software.
- Proofreads documents for typos, accuracy, completeness and compliance with policies and procedures.
- Assists in maintaining the file structure for electronic and physical records.
- Prepares Commission and Committee meeting notices, agendas, and packets; reviews, proofreads, edits and maintains packet contents; prepares documents to be presented to the Boards.
- Attends Commission and Committee meetings, takes and transcribes minutes.
- Maintains Port Commission permanent records (minutes, resolutions, ordinances).
- Schedules meeting arrangements as necessary, including conference calls, staff meetings, and meetings with customers, legislators, etc.
- Prepares travel requests; coordinates making travel and other arrangements for conferences and business trips; is custodian of the Port's Travel Credit Card.
- Files, copies, scans, and mails documents as needed.
- Coordinates the posting of legal ads for meetings, bids, etc.
- Receives, processes, and distributes incoming mail to Port Staff. Processes and sends outgoing mail.
- Maintains professional and clean appearance of office and lobby.
- Assists with HR, IT, and Records Management projects and other duties as assigned.

Required Experience & Education

Associate degree and 5 years of experience in a similar position or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Posting Date

September 20, 2024

Closing Date

Open Until Filled

Compensation

\$21.62 per hour

Employment Status

Regular Full-Time,
Non-Exempt

Department

Administration

Reports To

Administrative
Services Manager

Application Process

Email your cover letter
and resume to
hr@portofcoosbay.com

Or, apply on our website at
[www.portofcoosbay.com/
employment](http://www.portofcoosbay.com/employment)

Follow us on Social Media!



www.portofcoosbay.com

Administrative Assistant, continued

Required Qualifications

- Must possess strong organizational and problem solving skills.
- Must possess keen attention to detail and strong proofreading skills.
- Ability to operate common office equipment.
- High proficiency in Microsoft Office Suite and Adobe Acrobat.
- Knowledge of filing procedures and practices.
- Ability to maintain accurate and confidential records and files.
- Typing proficiency of 60-70 wpm.
- Possess interpersonal/communication/customer service skills to effectively interact both verbally and in writing with coworkers, stakeholders, and customers, with courtesy, dignity, and respect.
- Ability to problem solve and apply principals of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to identify alternative solutions and make appropriate recommendations.

Additional Qualifications

- Ability to follow applicable laws, codes, regulations, and procedures as pertaining to Port Policy.
- Ability to balance priorities, adapt to change and stay calm and focused during busy situations.
- Ability to work in a team environment by developing and maintaining good working relationships with coworkers, customers, stakeholders, and members of the public.
- Possess the ability and willingness to align with the vision, goals and collaborative culture desired at the Port of Coos Bay.

Benefits

The Port of Coos Bay offers a generous benefit package which includes medical, dental, vision, term life, and long term disability insurance. The Port also provides paid time off (PTO), eleven paid holidays, and participation in the Oregon State Public Employee's Retirement System (PERS).

Employment Eligibility

The successful candidate will be required to consent to a pre-employment background investigation.

The Oregon International Port of Coos Bay is an Equal Employment Opportunity employer. All applicants are considered strictly on the basis of their qualifications for a position, without consideration of the applicant's race, color, religion, gender, national origin, age, marital or veteran status, sexual orientation, disability or genetic information. Disabled job applicants and employees are provided with reasonable accommodation upon request. A preference will be given to qualified veterans pursuant to ORS 408.225 to 408.237. To request the veterans preference, please submit Form DD-214 or 215 with your application.

Application Process

Please email your cover letter and resume to hr@portofcoosbay.com. Or, apply on our website at www.portofcoosbay.com/employment.