

Port of Arlington

Job Title: Administrative Assistant

FLSA: Non-exempt

Effective Date: May 9, 2024

Reports to: Executive Director

Job Summary: Provide support to the Executive Director and Port Commissioners by performing administrative functions.

Essential Job Duties/Responsibilities:

Financial Administrative Support – 20 %

- Prepare Budget and Accounting Documents and Reports.
- Process all payroll and personnel documents.
- Prepare all Payables and Receivables

Administrative and Reception Support – 80 %

- Responsible as first point of contact for visitors and customers, meet and greet visitors and customers of RV Park Reservations, Shower Tokens, and Fuel Sales, answer phone and provide information; pick up mail daily and distribute.
- Perform general clerical duties including but not limited to: copying, mailing and filing.
- Maintain hard copies and electronic filing systems.
- Coordinate and maintain records for all office and organization activities.
- Set up and coordinate meetings, conferences, and trips.
- Coordinate inter-organization communications.
- Support all Port and Economic Development projects as needed.
- Develop Port meeting agendas at the direction of the Chairman.
- Take all Port meeting minutes; Maintain all Port meeting records and materials.
- Assist with social media and website maintenance.

Other duties as assigned

Minimum Qualifications:

- High School Diploma or General Equivalency Diploma (G.E.D.)
- One year clerical/customer service work experience with public contact.

Preferred Qualifications:

Associate degree from an accredited institution.

Processing payables/receivables.

Knowledge of Social Media and Website Maintenance helpful but not required

Essential Knowledge, Skills, and Abilities:

- Excellent communication skills both written and verbal

- Computer skills, QuickBooks Accounting and Payroll, Microsoft Office, etc.
- Office Management
- Organizational skills
- Administrative and office procedures and systems
- Principles and processes for providing customer and personal services
- Basic bookkeeping knowledge and accounting principles
- Excellent time management and organizational skills, attention to detail and proven ability to meet deadlines

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer.

Must be able to lift up to 15 pounds at times.