

Port of Arlington

Job Description

<u>Working Title:</u>	Administrative Assistant
<u>Supervisor:</u>	The Port of Arlington Board of Commissioners
<u>Position:</u>	40 hours per week and full benefits following training period
<u>Salary:</u>	TBD by the Port of Arlington Board of Commissioners

POSITION OBJECTIVES: To provide support to the Economic Development Officer and the Port Commissioners. The Administrative Assistant must work at the highest level of integrity, honesty and openness.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

- Prepare Budget and Accounting Documents and Reports using QuickBooks
- Process all payroll and personnel documents using Quickbooks and other programs
- Prepare all Payables and Receivables using Quickbooks
- Receptionist duties: Answer phone; Pick up mail daily and distribute
- Meet and greet visitors and customers; RV Park Reservations; Fuel Sales; Moorage Leases
- 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
- Knowledge of Social Media and Website Maintenance helpful but not required
- Other duties as assigned

Position Requirements:

- Excellent communication skills both written and verbal
- Computer skills, QuickBooks Accounting and Payroll, Microsoft Office, etc.
- Office Management
- Organizational skills

Personal Characteristics:

Integrity & Honesty; Team Player; Enthusiasm and Energy; Strong Work Ethic; Responsible; Composed; Focused; Organized

SALARY: Beginning wage will range from \$18 to \$20 per hour depending on qualifications.