



Port of Arlington

PO Box 279
Arlington, Oregon 97812
541-454-2868

Job Opening for Administrative Assistant

The Port of Arlington, Oregon in Gilliam County, is seeking a qualified person to fill the position of Administrative Assistant. Position requirements include excellent communication skills, both written and verbal. Proficient knowledge of QuickBooks and Microsoft Office computer programs. Experience in filing systems and organizational skills. Knowledge of Social Media and Website maintenance helpful but not required. Must be a team player, have a strong work ethic, integrity, and enthusiasm. Must be responsible, focused and organized. Duties will include but not limited to: Prepare Budget and Accounting documents; Process all payroll and personnel documents, Process Port Payables and Receivables; Prepare and Maintain all Port Commission meeting records and materials. Coordinate conferences and trips; coordinate inter-organization communications. Meet and greet visitors, clients, and Marina and RV customers. Provide clerical support for Port Public Works projects. Process daily mail and distribute accordingly. Work closely with Economic Development Officer. A full application packet can be obtained from the Port Office, 100 Island Park Rd., located at the Port Marina, Arlington, Oregon. Contact may be made by writing to Port of Arlington, P.O. Box 279, Arlington, OR 97812 or by calling the Port office at 541-454-2868. The Port office is open Monday through Friday from 8:00 a.m. to 5:00 p.m. This position will start at 32 hour per week, training with the current Administrative Assistant. In October 2018, the position will increase to 40 hours per week with full benefits. Wage range is \$18 to \$22 and will be based on qualifications. Applications must be received by the Port office no later than Friday, May 25, 2018 at 5:00 p.m. Interviews will be scheduled in June after review of the applications by the Port Board. The position is expected to be filled no later than August 1, 2018. The Port of Arlington is an equal opportunity employer. In accordance with Oregon law, qualifying veterans may apply for veterans' preference for this recruitment. A drug screening urine analysis (U.A.) is required prior to hiring.

Advertise: April 19, 26; May 3, 10, 2018