



## Job Description

<b>Job Title:</b>	Office Assistant (Front Office)	<b>Date:</b>	May 2017
<b>Reports To:</b>	Accounting Manager	<b>Department:</b>	Finance & Administration
<b>Salary Grade:</b>	7 (\$44,045-\$51,062)	<b>FLSA:</b>	Non-Exempt
<b>Manages:</b>	N/A	<b>Category/Hours:</b>	Regular/Full Time

### JOB SUMMARY:

The Office Assistant assists in operating the main Port office, providing exceptional customer service to all Port patrons. This person is the face of the Port, as such they must reflect a professional, cheerful, and courteous demeanor at all times. Duties include customer service, public relations, general office operations, and special projects.

### LEVEL OF AUTHORITY:

Freedom to take independent action is very limited. Activities are generally routine or repetitive and covered by well-established procedures, practices, or processes.

### ESSENTIAL FUNCTIONS:

- Provides outstanding, friendly customer service to all Port patrons over the phone and in person.
- Opens and closes the office, including making coffee, sorting faxes, and checking front desk voicemail.
- Processes incoming and outgoing mail and packages, including receipting all incoming moneys and checks, and assembling bank deposits.
- Provides clerical services, including filing, researching, and presentation preparation, to each Port department as instructed by supervisor.
- Assists the Contracts Administrator with setting up and maintaining files; scanning, copying and mailings; annual advertising, accepting, and organizing Statements of Qualifications for the yearly Consultant Roster.
- Tracks and verifies Certificates of Insurance for Port tenants, service providers and consultants. Maintains and updates the Port's Small Works Roster.
- Assists the Events Coordinator with the Port's venue rentals; taking applications, scheduling, billings, payments, deposits, and acquiring event insurance certificates.
- Assists the Events Coordinator with setting up and maintaining files; scanning, copying.
- Assists Project Managers with clerical tasks; filing, scanning, copying, mailings, project documentation, procurement assistance, and community meeting support.
- Assists the Accounting Assistant with Marina customer compliance by contacting customers regarding insurance and registration requirements
- Assists Human Resources Manager with clerical tasks; filing, scanning, copying, mailings, project documentation, procurement assistance, and community meeting support.
- Maintains general office equipment, scheduling maintenance and service calls as needed.
- Responsible for maintaining, purchasing, and stocking kitchen and office supplies, including maintaining the copier, fax machine and postage machine and necessary supplies.
- Responsible for creating and maintaining monthly Administration and Finance performance indicators utilizing Microsoft PowerPoint.
- Maintains, distributes, and files all incident reports for the Port.
- Cross-trains with other office assistants and backup to Executive Assistant, as needed.

### OTHER JOB DUTIES:

- Perform other duties, responsibilities, and special projects as assigned.

**WORKING CONDITIONS:**

Work is performed primarily indoors. This position works on or near water. This position requires repetitive computer usage. Work requires exposure to ambient sound, emissions, and magnetic surfaces from office equipment. Typically, the noise and odor levels in the work environment are moderate, however, there may be exposure to loud noises and foul odors on a daily basis due to marine activity and maintenance and repair.

**KNOWLEDGE, SKILLS, ABILITIES, & OTHER CHARACTERISTICS:**

1. High School Diploma or GED required.
2. Must have a combination of education and experience that provides 3 years’ experience in administrative support.
3. Must have an expert level understanding of Microsoft software including Excel, Word and PowerPoint.
4. Must possess excellent administrative skills, customer service skills, and the ability to act as an ambassador to the community.
5. Ability to establish and maintain effective working relationships with associates, visitors, customers, and vendors.
6. Must be an excellent communicator orally and in writing.
7. Highly motivated and able to work independently, yet remain a member of a team.
8. Organized, efficient, creative, and capable of implementing multiple tasks simultaneously.
9. Ability to read, write, understand, and verbally communicate the spoken English word to understand company handbooks, policies and procedures, and instructions for operating equipment, tools, and office equipment or handling hazardous chemicals.
10. Must be comfortable with PC based applications including the ability to interface with an electronic, web-based time management system.

**PHYSICAL REQUIREMENTS:**

In the commission of this job the incumbent must have the physical ability to perform all essential job functions including:

1. Ability to sit at and use a computer workstation for extended periods.
2. Ability and dexterity to operate a computer keyboard and a numeric keypad by touch.
3. Ability to hear, speak, and understand the spoken English word.
4. Ability to read and understand directions in English.
5. Ability to carry out repetitive motion with wrists, and hands, and fingers.
6. Ability to lift and/or carry up to 50 pounds on occasion.

**OTHER:**

1. Following an offer of employment and prior to starting work, individuals will be required to take and pass a pre-employment drug screen and criminal background check at no cost to the applicant.
2. This job description reflects general details necessary to describe the job’s essential functions and level of knowledge and skill typically required. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, such as working in other areas to cover absences or relief, or to otherwise balance the workload.

***The Port of Anacortes is an equal opportunity employer and does not unlawfully discriminate based on any protected classes.***

*Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. This job description does not constitute an employment agreement between the Port and Employee and is subject to change as the needs of the Port and requirements of the job change.*

Are you able to perform the essential functions of this job with or without accommodation?  Yes  No  
If testing is required, will accommodation be necessary?  Yes  No

*The Port will make every effort to make accommodations, however, please be aware that fiscal limitations may preclude some requests for accommodations being granted.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date