

Port of Grays Harbor Westport Marina Business Office Assistant

Full Time Position with Competitive Salary & Benefit Package.

Normal work schedule is Mon-Fri, 8 am-5 pm, and may vary seasonally to include weekends.

Salary & Benefit Package:

- Starting salary \$40,000/yr, depending upon qualifications
- Medical, Dental and Vision insurance is provided for the employee and their dependents
- Enrollment in the Washington State Public Employees Retirement System
- Vacation, sick and holiday leave benefits

Minimum Requirements: 5 years superior customer service, cashiering, accounts receivable, data processing and analysis, records management, and other advanced clerical duties. Completion of 2 year college degree or training. Proficient computer skills including Microsoft Office Suite. Strong people-oriented and organizational skills. Will consider any equivalent combination of experience and education that provides the level of skills required for position.

Application Timing: Position is open until filled. Port application form is required. Submit on or before **March 3, 2017** to be considered in first review. Email or mail application to: mnelson@portgrays.org, Director of Finance and Administration, or PO Box 660, Aberdeen, WA 98520. For application, call (360) 533-9528 or visit www.portofgraysharbor.com.

Primary Responsibilities:

Reporting to the Marina Office Manager, the Business Office Assistant position is the Westport Marina's primary customer service representative assisting Marina tenants, stakeholders and visitors. Responsibilities also include cashiering, reservations and slip assignments, proficient use of the Marina software, customer account analysis and management, contract and records management, understanding and applying the Marina tariff, and advanced clerical duties to support the overall success of the Marina office.

Ideal Candidate Attributes:

The Port is seeking a candidate with outstanding people and detail oriented skills, excellent judgment and problem solving abilities, and the capability to accurately manage the Marina's cashiering, account management and bookkeeping requirements. The successful candidate will have outstanding oral and written communication skills, and experience working with all Microsoft Office software applications, including word processing, spreadsheets, presentations, databases, email and scheduling.

Work requires courtesy, tact, and good judgment in a fast-paced, demanding and often boisterous environment. The Port is interested in candidates who demonstrate a superior work ethic, a positive attitude, and are able to interact professionally and effectively with all levels of the organization.

Posted: February 17, 2017

