

Port of Grays Harbor Communications & Administrative Coordinator

Full Time Position with Competitive Salary & Benefit Package.

Normal work schedule is Mon-Fri, 8 am-5 pm, Aberdeen WA.

Salary & Benefit Package:

- Starting salary \$42,500/yr
- 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 progressively responsible administrative, general office, and public relations duties
- Completion of 4 year college degree, or work equivalent, with at least 2 years in business, communications or public affairs.
- Proficient computer skills including Microsoft Office suite, Adobe suite, and web-based apps. MS Office includes word processing, spreadsheets, database & presentation apps.

Will consider any equivalent combination of experience and education that provides the level of skills required for the position. The full job description is available upon request.

Application & Timing: Position is open until filled. Port application form is required. Submit on or before **July 14, 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:

The position is responsible for assisting the Public Affairs Manager in implementing the Port's communication programs, including press releases and newsletters, public outreach programs and events, website management, and contacts and records management. The position is also responsible for providing administrative support for the Port Commission, Executive Director, Public Affairs Manager and other port departments, including advanced clerical support, preparation of agendas and minutes, data processing, managing records and documents, greeting and directing visitors, managing calendars and event arrangements.

Ideal Candidate Attributes:

- highly motivated, self-starter
- ability to work independently and take initiative
- superior work ethic and positive attitude
- people and team-oriented
- ability to work under stress, meet short deadlines and adjust to changing priorities
- organized and detail-oriented
- strong written and oral communication skills
- excellent judgment and problem solver
- able to interact professionally and effectively with all levels of the organization

