

# Office Manager Facilities Assistant

## Position Announcement

The Port of Mattawa is seeking a candidate to fill the part-time non-exempt position of Office Manager and Facilities Assistant. This person will maintain an efficient office environment; provide administrative, secretarial and clerical support. Other duties include coordinating, direct and control payroll preparation, processing and distribution. This person should have knowledge of community activities and local regional developments.

The manager will be responsible for:

- Answer, screen and transfer inbound phone calls.
- Receive and direct visitors and clients
- General clerical duties including photocopying, fax and mailing
- Maintain electronic and hard copy filing system.
- Retrieve documents from filing system
- Handle requests for information and data.
- Resolve administrative problems and inquiries.
- Prepare written responses to routine enquiries.
- Prepare and modify documents including correspondence, reports, drafts, memos and emails.
- Schedule and coordinate meetings, appointments and travel arrangements for managers or supervisors.
- Prepare agendas for meetings and prepare schedules.
- Record, compile, transcribe and distribute minutes of meetings.
- Open, sort and distribute incoming correspondence.
- Coordinate maintenance of office equipment.
- Coordinate and maintain records for staff, telephones, parking and petty cash.
- Assist in organizing and maintaining an efficient workspace.
- Supervision/monitoring of facilities.
- Along with other duties required by the Executive Director.

### Preferred Work Experience:

- Two years' worth of customer service related fields.
- Knowledge of QuickBooks preferred.

### Preferred Knowledge, Skills & Abilities:

- Strong communication skills, written and verbal
- Planning and organizing
- Prioritizing
- Problem assessment and problem solving
- Attention to detail and accuracy
- Flexibility
- Adaptability
- Customer service orientation
- Teamwork

**Note:** *The Port will consider promising candidates not possessing preferred qualifications for a time-limited mentorship program. Fully qualified candidates will be eligible for fast-track promotion.*

### Required:

- High School Diploma equivalent.
- Valid Driver's License
- Proficient in Microsoft Word, Excel and PowerPoint.
- Knowledge of operation of standard office equipment.

### Application Procedure

Please submit a resume and a cover letter addressing qualifications to:

Lars Leland,  
Executive Director  
20140 Road 24 SW Ste. G  
Mattawa, WA 99349

E-mail: [l.leland@portofmattawa.org](mailto:l.leland@portofmattawa.org)

This position will remain open thru August 9, 2019. This is a non-exempt position. Compensation is dependent on experience and education. Benefits include State of Washington Health Care Authority, PERS retirement and paid leave.