

PORT OF BROOKINGS HARBOR

POSITION: OFFICE ASSISTANT

REPORTS TO: Office Manager and Port Manager

PURPOSE OF POSITION:

To perform a variety of general office, clerical, and receptionist tasks as required by management, which follow established procedures.

To assist with accounting, moorage, gear and boat storage, RV Park, and other tasks directed by Office Manager.

To receive and record accurately money, paperwork, and other related materials and to perform clerical and receptionist duties.

Employee Classification: Non-exempt: An employee who is paid an hourly wage, (typically assigned a regular work shift of not more than 40 hours per week), and whose job calls for overtime payment as appropriate under state and federal regulations.

DUTIES AND RESPONSIBILITIES:

1. Use QuickBooks, Microsoft Word and Excel, and other programs required to enter data, type correspondence, create and maintain reports.
2. Assist with accounting processes such as invoicing, cash handling, purchase orders and bills, accounts payable and accounts receivable.
3. Accurately process cash, card, and electronic payments in relation to invoices and their corresponding receipts. Assist with reconciling bank deposits. Take daily deposits to the bank and run business-related errands within the community.
4. Answer incoming phone lines and answer general questions. Be knowledgeable of information specific to the Port of Brookings Harbor and Beachfront RV Park.
5. Provide general information regarding the Port, Port policies and procedures, and the community as needed. Direct customers to the appropriate staff if necessary.
6. Assist RV Park by making reservations and registering overnight guests when requested.
7. Assist with other Port activities when requested.
8. Maintain comprehensive general files and records as directed.

9. Other duties as assigned.

WORKING RELATIONSHIPS:

1. Supervise no one but provide guidance to office and operations staff, as necessary.
2. Maintain contact with the office and operations staff as often as necessary, and at least daily contact with the Office Manager.
3. External contact with the public, marina users, RV Park guests, and other customers as requested by the Office Manager.

POSITION REQUIREMENTS:

1. Must have a high school diploma or GED equivalent education.
2. Must have a valid Oregon driver's license.
3. Must pass pre-employment drug screen and maintain a drug and alcohol-free work environment.
4. Ability to assume new duties or responsibilities in a confident manner, along with the ability to learn quickly.
5. Ability to meet the public in a friendly, confident, and knowledgeable manner.
6. Ability to interact effectively and courteously with customers, the public, supervisors, and other employees both in person and on the telephone.
7. Ability to record transactions legibly and accurately.
8. Ability to organize, prioritize, be self-motivated, and problem-solving.
9. Must have the ability to work with diverse types of people and to project a proper public image.
10. Occasional conflict management when dealing with the public.

PHYSICAL AND MENTAL DEMANDS:

1. Minimal physical effort. Comfortable work position. Subject to constant interruption.
2. Position requires discretion and the ability to maintain confidentiality, professionalism, and harmonious relationships with the public and co-workers.

WORK ENVIRONMENT:

1. Indoors, but occasionally outdoors.
2. Normal working hours are Monday through Friday from 8am to 5pm.

This job description is an outline of major recurring responsibilities of the position. It is not intended to be all inclusive of the work to be performed. Office Manager will assign related job objectives, special assignments, and responsibilities.