

**Port of Ilwaco
Operations Manager
Full-time With Benefits**

The Port of Ilwaco is accepting applications for a full-time Operations Manager. Duties include, but not limited to, daily contact with Port customers, data entry, assistance in resolving customer concerns. Plans, manages, and executes the external operations of the Marina including maintenance scheduling and budget planning. Work is performed both indoors and outdoors and requires both administrative (indoor computer/office) skills in addition to operational skills (outdoor - mechanical, basic plumbing and electrical proficiency, operating tools and equipment, understanding marina related infrastructure).

Completion of a two-year Associate's degree, or equivalent, in business, accounting, general office studies or related field, and five (5) years of progressively responsible experience, with team working and customer contact responsibilities for a comparable organization. Supervisory experience is required. Prior experience in marina, small boat and/or commercial fishing operations is desirable. Must be proficient in computer skills including Microsoft Office word processing, presentation, spreadsheet, database and email applications. Class A CDL preferred.

Any equivalent combination of experience, education and training that provides the job level of skills, knowledge, and abilities required for this position will be considered.

Applicant must be able to thrive in a small office environment with varied tasks and responsibilities, work independently and with customers as part of an integrated administrative team.

Salary DOE. Position includes a full benefit package. The Port is an Alcohol Free and Drug Free Workplace and an Equal Opportunity Employer.

For a complete job description and application, visit www.portofilwaco.com or contact the Port office at (360) 642-3143 located at 165 Howerton Way, PO Box 307, Ilwaco, WA. Email inquiries can be directed to hsheldon@portofilwaco.org. Position opened until filled.