



Port of Benton Job Description

Title: Administrative Assistant

Reports to: Executive Director

Department: Administration

Status: Full time/non-exempt

The Port of Benton is a dynamic and forward-thinking organization committed to fostering economic development within our community. We provide a wide range of services and facilities to support businesses, industries, and local residents. The Administrative Assistant supports a wide range of functions for the Port and is integral to daily operations.

Job Description

- Handle receptionist duties greeting visitors with excellent customer service skills.
- Answer phones and provide screening and routing of all calls.
- Receive mail and distribute.
- Manage internal employee calendar and schedules.
- Support finance team with administrative duties such as document creation and filing.
- Assist with employee onboarding, employee events, and employee communication.
- Assist with basic bookkeeping and data entry.
- Serve as meeting organizer for community groups and events that Port staff attend such as Chamber of Commerce, and team training etc.
- Office supply ordering and stocking.
- Common area re-stock and maintenance – water, coffee and condiments
- Scanning and archiving documents, document retention process management.
- State archiving project and work on Laserfiche.
- Water plants and keep the reception and public areas maintained.

Experience Required:

Must have excellent administrative skills, organizational skills and communication skills. Must be able to multi-task and prioritize. Excellent customer service attitude, friendly and personable. Proficiency in Microsoft Office Suite and other software.

Preferred Experience:

Five (5) years of previous administrative experience.

Other Requirements:

Positions in this class typically require reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Salary Range: \$21.00 - \$25.00