

Job Description Full Time Administrative Assistant

Description:

Duties may include fielding telephone calls, receiving and directing visitors, word processing, filing, scanning and emailing. Assistant will be making travel and meeting arrangements, preparing reports and financial data. Extensive software skills are required, as well as Internet research abilities and strong communication skills. Must have the ability to work well with all levels of internal management, as well as outside clients and vendors.

Job Duties:

- AR/AP, Budgeting, Contracts, Quarterly Reports, Balance Accounts
- Providing information by answering questions and requests
- Scheduling travel, schedule and host meetings, taking minutes
- Maintaining and organizing of file systems, promptly supplying public with records requests
- Forms control, and budgetary and personnel requirements
- Grant management, coordinating preparation of reports, analyzing data
- Ensuring operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintaining supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Computer Networking skills a plus
- Light office cleaning duties of building
- Other duties as needed

Skills/Qualifications: Professionalism, Reporting Skills, Administrative Writing, Excel, Word and Outlook, QuickBooks, Website Management, Computer Networking, Project Managing Processes, Organization, Analyzing Information, Strong Written and Verbal Communication Problem Solving, Supply Management, Inventory Control

Submission Instructions: Please submit a resume, cover letter and application online via email to chris@portofothello.com, drop them by or mail them to 705 E. Hemlock in Othello, WA 99344.



EMPLOYMENT APPLICATION

Applications will be processed only when the Port of Othello has announced a recruitment and the closing date has not passed. The Port of Othello will not process unsolicited applications for employment nor will it retain applications for future consideration. The Port of Othello is an EEO employer and does not discriminate in any employer/employee relations based on race, color, religion, sex, sexual orientation, national origin, age marital status, disability, genetic information, veteran's status or any other basis protected by applicable discrimination laws.

PRINT or TYPE.

APPLICANT'S NAME (Last)	(First)	(M.I.)	
MAILING ADDRESS (Number and Street)		DAYTIME TELEPHONE NUMBER	
(City)	(State)	(Zip Code)	MESSAGE TELEPHONE NUMBER
POSITION FOR WHICH YOU ARE APPLYING			PERSONNEL USE ONLY

1. GENERAL

A. Are you currently employed by the Port of Othello?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
B. Can you perform essential functions of this position with/without reasonable accommodation?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
C. Are you available to work evenings and weekends if necessary?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
D. The Port of Othello is mindful of its obligation to employ qualified persons and its entitlement under law to consider an applicant's convictions record as it relates to job performance. A conviction record will not disqualify you for employment unless such record would reasonably affect your fitness for the job for which you have applied. Have you been convicted of a felony or released from prison within the last ten years, or been convicted of a misdemeanor other than minor traffic offenses within the past three years? If yes, please explain _____	<input type="checkbox"/> YES	<input type="checkbox"/> NO
E. Have you ever been dismissed or fired from a position for any reason? (A "YES" answer will not automatically bar you from further consideration--provide details in Item H.)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
F. Have you ever resigned from or quit a position while under investigation or after being informed that discipline would be taken against you, or during an appeal of a disciplinary action? (A "YES" answer will not automatically bar you from further consideration--provide details in Item H.)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
G. Are you legally eligible for employment in the United States?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
H. EXPLANATIONS (Please feel free to attach additional pages as necessary): Do any convictions of a crime within the last ten years involve behavior that would adversely affect job performance?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I. Do you possess a valid Driver's License? (If "YES", fill in the information below.) State issued by: _____ Describe any applicable endorsements or restrictions:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
J. Do you have any relatives who work for the Port of Othello? (If "YES", provide the name(s) below.)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

2. EDUCATION

A. Check the highest grade completed: 6 7 8 9 10 11 12

B. If you did not complete high school, do you have a high school equivalency diploma?

YES

NO

C. Check the number of years of post-secondary education: 1 2 3 4 5 6 7

	Name and Location of Institution	Units Completed	Dates Attended	Course of Study	Degree, Diploma or Certificate Obtained
1)					
2)					
3)					
4)					
5)					

D. List below valid licenses or certificates of professional or vocational competence relevant to this application.

	License/Certificate	License/Certificate Number	Expiration Date
1)			
2)			
3)			
4)			

3. EMPLOYMENT HISTORY--Starting with the most recent, describe ALL paid, military, and applicable volunteer experience. If you do not have adequate space on this form to provide a complete work history, please attach a resume.

From	To	Job Title	
Hours per Week	Overtime Eligible <input type="checkbox"/> YES <input type="checkbox"/> NO	Name of Company/Organization	
Salary Earned \$ per	Address	Phone	
Duties			
Reason for Leaving			

From	To	Job Title	
Hours per Week	Overtime Eligible <input type="checkbox"/> YES <input type="checkbox"/> NO	Name of Company/Organization	
Salary Earned \$ per		Address	Phone
Duties			
Reason for Leaving			

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Hours per Week	Overtime Eligible <input type="checkbox"/> YES <input type="checkbox"/> NO	Name of Company/Organization	

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Hours per Week	Overtime Eligible <input type="checkbox"/> YES <input type="checkbox"/> NO	Name of Company/Organization
Salary Earned \$ per	Address	Phone
Duties		
Reason for Leaving		

From	To	Job Title
Hours per Week	Overtime Eligible <input type="checkbox"/> YES <input type="checkbox"/> NO	Name of Company/Organization
Salary Earned \$ per	Address	Phone
Duties		
Reason for Leaving		

4. REFERENCES--Please list three professional references who know about your qualifications.			
Name	Address	Daytime Phone	Relationship
A.			
B.			
C.			
D. May we contact your current employer?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
5. MISCELLANEOUS			
A. When will you be available to start work?			
6. NOTICES			
<ul style="list-style-type: none"> ● If you are employed by the Port of Othello, you will be required to establish your identity and authorization to work in the United States, as required by the Immigration Reform and Control Act. ● The Port of Othello is a smoke and drug free work place. You may be required to complete a drug test prior to employment and may be subject to random drug testing after employment (safety sensitive positions only). ● If you are unable to complete the application process due to disability, the Port of Othello will provide reasonable accommodations to assist you. ● Please do not submit an identification photo; if needed, we will obtain one after hire. 			
7. CERTIFICATION			
<p>I hereby certify that the information provided by me in this application for employment is true, correct, and complete. I understand that any misstatement, failure to answer fully or omission of fact in this application may result in my not being considered in the selection process or may result in my dismissal after hire. I understand that acceptance of an offer of employment does not create a contractual obligation upon the Port of Othello to continue to employ me in the future. I understand that if I receive a Conditional Offer of Employment for a position where I will have unsupervised access to children, developmentally disabled persons or vulnerable adults, the Port of Othello is required to complete a thorough background check as authorized by the Child/Adult Abuse Information Act. If I am applying for an exempt position, I understand that nothing in this application or my communications with any Port of Othello official is intended to create an employment contract between the Port of Othello and me. For determination of my potential employment eligibility, I hereby authorize release of educational, police, criminal, employment and reference information pertinent to the position for which I am applying. I further authorize the Port of Othello to rely upon and use, as it sees fit, any information received from such contacts.</p>			
NAME	Signature	Date	

MAIL or DELIVER your completed application to:

Port of Othello
 705 E. Hemlock St.
 Othello, WA 99344

RELEASE OF INFORMATION

I certify that the information given by me to the Port of Othello is true and complete to the best of my knowledge. I understand that, if employed, false or misleading information may result in immediate dismissal.

I further certify that I am not engaged in any outside activity or business that could be considered in conflict with the Port of Othello's interest, nor will I become engaged in such activity or business if employed.

I authorize the Port of Othello to solicit information regarding my character, general reputation, previous employment, and similar background information, and to contact any and all references I have given on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release the Port of Othello from any liability for future references it may provide regarding my work history at the Port.

In consideration of my employment, I agree that my employment and compensation can be terminated with or without cause, and with or without notice at any time, at the option of either the Port of Othello or myself. I understand that no representative of the Port of Othello, other than a majority of Port Commissioners, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

If employed, I further agree that if the Port of Othello advances any paid leave before it has been accrued, or advances or loans me any money during the course of my employment, or if I lose, damage, or fail to return any of the Port of Othello's property, the Port of Othello is authorized to deduct from my wages sufficient funds to repay such loans or advances or to replace its property.

Applicant

Date