

ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF OPERATIONS

Strategically located on the western Gulf of Mexico, Port Corpus Christi is the fourth largest port in the United States in total tonnage. With a straight, 45' deep channel, the Port provides quick access to the Gulf, the United States inland waterway system and the world beyond. Port Corpus Christi (PCC) is an economic catalyst in the South Texas region which has generated thousands of jobs. At this time, we are seeking another vibrant member to join our Operations Team.

Are you the one for us?

We are looking for an Administrative Assistant this position under the general supervision of the Director of Operations (DO) of the Port of Corpus Christi (PCC). Duties include:

- Provides general secretarial and receptionist support to the Director of Operations and manages daily administrative operations in support of the Director and department objectives;
- Performs tasks utilizing advanced skills in organization and planning and prepares complex documents including presentations and special reports as requested;
- Coordinates the Director's calendar and schedule in relation to PCC related meetings, seminars, travel, etc. Prepares travel arrangements, travel and expense reports and all associated documentation with domestic and international travel;
- Arranges meetings, provides clerical support to include typing and proof reading and disseminating directives to staff under the Director's leadership.
- Participates and records department staff meetings, takes and transcribes minutes of meeting as requested;
- Assists with the development and implementation of departmental reporting procedures, oversees maintenance of departmental records and/or inventories;
- Provides assistance to Port senior management and office staff where appropriate;
- Encourages and fosters a helpful environment where teamwork prevails;
- Orders and maintains supplies and ensures payment of vendors;
- Relays complex instructions and information to other PCC personnel in the absence of the Director;
- Composes letters, e-mails and memorandums in final form. Types, edits and proofs reports, letters and other materials;
- Answers and fields incoming telephone calls as necessary, opens and distributes incoming mail and maintains general office files;
- Facilitates meeting preparations in coordination with the Director including agenda development, meeting notices, room set-up, audio visual resources, food/beverage service, and taking minutes;
- Promotes safety awareness and environmental awareness, and complies with all applicable safety and environmental procedures and regulations;
- Adheres to Port policy and maintains good employee relations;
- Drives a vehicle to complete assigned tasks and working the hours needed to fulfill the position objectives;
- Performs other related duties as assigned;

What else can you expect?

- General office environment with regular likelihood of sitting, standing, speaking, hearing, reading, using hand to finger movements; occasionally walking, reaching and stooping; occasionally kneeling and lifting and/or moving up to 20 pounds.

Do you have the following?

- High school diploma or equivalent; two years of college preferred;
- Demonstrated proficiency of the English language with strong reading, written, listening and verbal communication skills; oral and written proficiency in Spanish or other foreign language preferred but not required;
- Solid interpersonal skills with ability to deal effectively and positively with the public and varying levels of management; professional, dynamic, energetic, positive, self-starter; proactive; must possess confidentiality, tact and diplomacy; capability of handling multiple tasks from inception to completion;
- Ability to represent the PCC effectively; demonstrated advanced secretarial skills with proven organizational and time management skills; intermediate or above level of proficiency in Microsoft Office software (Excel, Word, PowerPoint and Access)
- Self-control, tact, good judgment; reliability, punctuality, dependability, good attendance record with the ability to follow complex oral and written instructions;
- Minimum five years' experience in duties outlined above or acceptable equivalent experience;
- Valid Driver's license

Successful candidates will undergo a background investigation, drug screen and be ELIGIBLE TO OBTAIN a Transportation Worker Identification Credential (TWIC) card in accordance with 33CFR101.514.

Our employees enjoy a fabulous benefits package including:

- Competitive salary paid bi-weekly
- Health, dental and vision insurance at a low monthly cost
- Retirement through the Texas County & District Retirement System
- 457 Deferred Compensation plans
- Paid vacation, sick, holiday and bereavement leave
- Life insurance and long-term disability plans
- Flexible Spending Account

Salary commensurate with experience, non-exempt.

Apply online at www.portofcc.com or by contacting Workforce Solutions of the Coastal Bend at (361) 882-7491. Applications and resumes must be received by the PCC Human Resources Department on or before Friday, August 25, 2017.
