



**ADMINISTRATIVE  
ASSISTANT TO THE CHIEF  
OPERATING OFFICER**



**PORT CORPUS CHRISTI®**



# ADMIN ASSISTANT TO THE CHIEF OPERATING OFFICER

Port Corpus Christi (PCCA) is currently seeking a dynamic professional to join our team! This position will execute and manage complex administrative tasks while providing administrative support to the PCCA Chief Operating Officer (COO).

## ADMINISTRATIVE ASSISTANT TO THE CHIEF OPERATING OFFICER

- Manages daily operations of the COO's office including work priorities, project planning and management, problem resolution, fiscal responsibility and the coordination of necessary services related to the operation of department and support divisions
- Completes projects and special assignments by establishing objectives, managing time, gaining cooperation of others, monitoring progress, instituting problem-solving techniques and making adjustments where needed
- Prepares and reviews complex documents including presentations and special reports as needed
- Gathers, assembles, produces and disseminates key reports, composes letters, e-mails and memos in final form, creates, edits and proofs reports, letters, databases and other materials
- Provides administrative support to the COO, performs tasks utilizing advanced skills in organizing and planning including but not limited to arranging meetings, conferences and functions to assist the COO to ensure positive, receptive relations
- Attends, participates in, takes and transcribes minutes of meetings as needed.
- Acts as liaison between the COO and senior management, relays complex instructions and information to personnel in the absence of the COO
- Manages COO's calendar and coordinates between other departments, commissioners, outside agencies and organizations
- Prepares travel arrangements, travel/expense reports and all associated documentation for department staff, processes expenses for the COO
- Works with international and governmental officials, contractors and customers, assists with establishing and maintaining a network with Port Industry to assure effective communication and relations
- Represents the COO by welcoming visitors, reviewing correspondence, arranging business functions, answering questions and addressing requests directed to the COO
- Maintains effectiveness and job knowledge by welcoming educational opportunities, reading professional publications, forming networks and participating in professional organizations; enhances COO and PCCA's reputation by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments
- Assists with the development and implementation of departmental reporting procedures; oversees maintenance of departmental records and/or inventories and improves quality results by studying, evaluating, recommending and re-designing processes and implementing changes
- Manages payment of vendors and performs general secretarial tasks such as answering and fielding incoming calls, opening and distributing mail, maintaining office files, ordering and maintaining supplies for the COO
- Promotes safety awareness and environmental consciousness and complies with all applicable safety and environmental procedures and regulations in addition to complying with and adhering to PCCA policy
- Cultivates a culture promoting the SEAPORT values, maintains good employee relations and encourages a helpful environment where teamwork prevails
- Provides assistance to senior management and office staff where appropriate
- Drives vehicle as necessary to complete assigned tasks and works required hours/shifts necessary to fulfill department objectives



# CANDIDATE PROFILE

The preferred candidate for this position should be an organized, polished and disciplined individual with a focus on maintaining optimal integrity in support of the PCCA. They must possess the following:

## ESSENTIAL SKILLS

### EDUCATION AND CREDENTIALS

- High school diploma or equivalent; minimum two years formal education from an accredited college or university highly preferred
- Ability to obtain and maintain a Transportation Worker Identification Credential (TWIC) during course of employment
- Good driving record with valid driver's license

### EXPERIENCE & JOB KNOWLEDGE

- Experience creating memorandums, utilizing technical writing skills, maintaining databases and managing calendars
- History of creating effective working relationships and dealing with the public
- Experience exercising good judgement, diplomacy and tact when completing assignments and dealing with people
- Strong and/or advanced administrative support
- Familiarity with the port and/or relevant area agencies preferred
- Minimum five years of experience in areas or duties outlined

### TECHNICAL SKILLS

- Demonstrated proficiency of the English language with strong reading, written, listening and verbal communication skills
- Effective business communication skills; strong writing skills utilizing correct English including spelling, grammar and punctuation
- Proven organizational and time management skills in prioritizing tasks; detail oriented and creative
- Ability to handle multiple tasks from inception to completion, work under deadlines, with ability to set priorities, take initiative and exercise sound independent judgment
- Capability of handling heavy workload and ever-changing priorities

- Solid interpersonal, collaboration, and problem-solving skills
- Professional, dynamic, energetic, self-starter with ability to maintain confidentiality, tact, diplomacy
- Possess positive outlook with “can-do” attitude and mature judgment
- Ability to represent the port effectively and to work well and positively with PCCA management, staff, stakeholders and the public
- Ability to prepare clear, concise reports, notes, correspondence and other written materials and to review, revise and edit materials
- Ability to perform research, evaluate alternatives and provide recommendations
- Intermediate or above level of proficiency in MS Office, including Word, Access and Excel, Outlook and other related applications
- Ability to operate standard office equipment and drive a lightweight highway vehicle to meetings and work-related events
- Ability to understand, interpret and apply PCCA policies, tariffs, SEAPORT values, state/federal laws

### ESSENTIAL PHYSICAL JOB FUNCTIONS

- Ability to perform essential job functions, including but not limited to frequent standing, walking, sitting, speaking or hearing, typing and occasional reaching, stooping, kneeling, lifting and/or moving up to 20 pounds with or without reasonable accommodation
- Ability to work in a general office environment, with some exposure to the elements when visiting worksites
- Ability to operate light-weight highway vehicles and standard office equipment and to work the requisite hours to fulfill position objectives, including evenings and/or weekends, as needed



## COMPENSATION & BENEFITS:

### Our employees enjoy a fabulous benefits package including:

Competitive salary paid bi-weekly	Tuition reimbursement
Texas County & District Retirement System (TCDRS) retirement system	Passes to local venues, such as the Texas State Aquarium and the USS Lexington Museum
457 deferred compensation plans	Paid leave (vacation/sick/bereavement)
Flexible Spending Account	Eleven paid holidays
Low-cost, high quality benefit package including health, dental & vision plan	Volunteer Time Off, Wellness Program & Health Club benefit

*Salary commensurate with experience.*

## APPLICATION PROCESS

Interested and qualified candidates may apply online at [www.portofcc.com](http://www.portofcc.com) or by contacting Workforce Solutions of the Coastal Bend at (361) 882-7491. Applications and resumes must be submitted to the PCCA Human Resources Department on or before December 21, 2018, 4pm CST.

PCCA leadership will review submittals and the most qualified candidates will be invited for a meeting to further discuss the position. The successful candidate will undergo a background investigation and must be ELIGIBLE TO OBTAIN a Transportation Worker Identification Card (TWIC) in accordance with 33CFR101.514.



# ABOUT PORT CORPUS CHRISTI

## MISSION

Leverage  
commerce to  
drive prosperity

## VISION

To be the energy  
Port of the  
Americas

### WHO WE ARE

>100 million revenue tons in 2017 (4th in nation)

>85,000 Port related jobs with 200 + Employees

>\$335 Million State and Local Tax Revenue

Over 25,000 acres under management

Public Corporation and Texas Political Subdivision

10-Year \$1 Billion Capital Investment Project

### IN THE LAST DECADE

Significant Diversification of Cargo & Customers

Operating Revenues of Nearly \$100 Million

Total Assets in Excess of \$700 Million

Capital Expenditures in Port Infrastructure exceed \$100 Million annually

Environmental Investments > \$25 Million

PCCA facilitates goods movement all over the world; from petrochemical to agriculture; from wind components to hot briquette iron.

PCCA is a recognized leader in environmental initiatives and stewardship

PCCA's Engineering Services Department is responsible for execution on over \$700 million in capital projects over the next decade.

PCCA is protected by a state-of-the-art security department, with a fully sworn police force

PCCA operations are guided by an Environmental Management System, ISO 14001, providing environmental awareness and protection of assets.

PCCA is governed by a seven-member board with appointees from the City of Corpus Christi, Nueces County and San Patricio County.



Corpus Christi is a coastal city in South Texas with a temperate climate and friendly people. The region features miles of shoreline and abundant outdoor recreational opportunities, numerous festivals, entertainment venues and culinary options. A strong local workforce is bolstered by exceptional higher education opportunities at Texas A&M University Corpus Christi and through the Del Mar College System. With a metropolitan area of nearly half a million people, the city is packed with modern amenities and traditional comfort.