

ADMINISTRATIVE ASSISTANT POSITION FOR THE PORT OF BENTON

The Port of Benton has an immediate opening for a full-time administrative assistant. The Administrative position provides administrative support to the executive team. The person selected for this position must possess excellent grammar, verbal and writing skills, skills in the use of word processing, computer software programs, including Word, Access, Excel and Power Point as well as other office equipment required. Previous experience in the public sector preferred. The duties of this position include a wide variety of tasks including: composing correspondence, handling public records requests, assist in answering phones and greeting the public. Serve as receptionist from 2:00 to 4:30 p.m. daily. Must be able to think independently, work well as part of a team, and coordinate workflow efficiently, all with minimal supervision. Other duties as assigned. Reliable attendance is required. Minimum of an Associate's Degree is required.

Send application and resume to:

Director of Finance and Administration

Port of Benton, 3250 Port of Benton Boulevard, Richland, WA 99354

Or email: dezember@portofbenton.com **No phone calls.**

For a job application please see our website at www.portofbenton.com

Resumes must be accompanied by a completed Port of Benton job application.

Applications must be received no later than 12:00 p.m. on Friday, July 6, 2017.

No exceptions.

Eligibility for coverage under the Port's insurance carrier based on successful completion of criminal history/background check. Valid Washington State Driver's License is required.

SELECTION BASED ON QUALIFICATION, INTERVIEW, BACKGROUND CHECK AND DRUG SCREENING. THE PORT OF BENTON IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. THE PORT OF BENTON RESERVES THE RIGHT TO ACCEPT OR REJECT ANY APPLICANT.