



Spend your summer season on a dynamic team in a fun work environment at the Port of Edmonds! The **Seasonal Office Assistant** will play a critical role in the day-to-day operations by collecting, processing, and assisting customers with payments, completing paperwork, answering questions, booking appointments, and overseeing fuel dock transactions. We are looking for an energetic individual who thrives in a fast-paced work environment and has a passion for providing friendly, meaningful customer service. Whether serving our seasonal recreational boaters or year-round tenants, this position is essential in creating an exceptional customer experience!

The Port of Edmonds seeks qualified candidates over the age of 18 to fill a full-time Seasonal Office Assistant position (40 hours per week). The hourly rate of pay is \$19.75 for a first year Seasonal Office Assistant, and the ideal candidate will be available to begin work in May and stay through October.

ESSENTIAL FUNCTIONS:

- Provide excellent customer service to Port patrons and the general public
- Answering phone calls from tenants, guests and vendors
- Operate Port equipment including fuel dock dispensers, point of sale software, cash register, and computers.
- Assisting with clerical tasks such as sorting, filing, data entry, and maintaining documentation
- Help with fuel dock operations, including greeting customers, accepting payments, and reconciling daily tills
- Efficient collection of daily revenue for launching, fuel sales, moorage, and other marina operations services
- Assist in reconciling daily revenues at close of day
- Perform daily cleaning procedures in restrooms, offices, and other public areas as necessary
- Conduct daily guest moorage and boat yard checks
- Monitor and clean docks and related facilities
- Taking and delivering messages
- Assist with the docking and securing of vessels as needed
- Perform other duties as required

PREFERRED EXPERIENCE, KNOWLEDGE, SKILLS:

- Ability to follow instructions and work courteously with co-workers and the public
- Excellent communication skills

- Strong organizational skills and detail oriented
- General knowledge of boating, marina operations or recreational sports
- Problem solving and decision making
- Proficient customer service skills
- Basic computer knowledge
- Cash handling and till balancing
- Ability to perform basic cleaning tasks

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

- Fast-paced office environment
- Variety of tasks and learning opportunities
- Required to stand, walk, or bend for extended periods of time
- Required to lift, push, or pull objects weighing 50 pounds or less
- Able to reach overhead, above shoulders and horizontally
- Required hearing and speaking to exchange information
- Requires working in adverse weather conditions
- Required to work in areas of high vehicular or pedestrian traffic.
- Dexterity of hands, and fingers to operate computers, locks, equipment levers, and a variety of grounds equipment including power and hand tools.

PAY AND BENEFITS

- Hourly rate of pay is \$19.75 - \$21.00 depending on seasons of service.
- Retirement Benefits – Seasonal employees qualify for membership in the Washington State Department of Retirement Systems (PERS). Contribution rates for employees vary depending on plan choice.
- Sick Leave – Seasonal employees will accrue paid sick leave at a rate of one hour for every 40 hours worked. There is no cap on the number of paid sick leave hours that may accrue in a year. Paid sick leave will be compensated at an employee’s regular rate of pay, excluding overtime rates. Any sick leave accrued which is unused in any year is accumulated for succeeding years for seasonal employees up to a maximum of 40 hours.

HOW TO APPLY

To apply for this position, please submit the following:

- **(Required)** Complete the Port of Edmonds application form found at portofedmonds.org/business/employment
- **(Preferred, but NOT required)** Resume and short cover letter. You will be able to upload both documents during the online application process.

Hiring for this position will start in March of 2023 and we will be hiring up to 2 Seasonal Office Assistants for the 2023 season. Position will be open until filled.