Oregon's Seaport… Port of Coos Bay
OREGON INTERNATIONAL Port of Coos Bay

Job Announcement

Administrative Assistant

Job Summary

The Oregon International Port of Coos Bay is looking for more than an Administrative Assistant who can keep an office running—we're looking for an exceptionally organized, detail-driven professional who takes pride in getting things right and seeing projects through to completion. As our Administrative Assistant, you'll play a critical role in keeping the organization moving forward, supporting executive leadership and the Board of Commissioners, managing important public records, coordinating complex projects, and ensuring that no detail falls through the cracks. This is a position for someone who thrives on being challenged, takes ownership of their work, anticipates what needs to be done, and finds satisfaction in bringing order, accuracy, and efficiency to everything they touch. If you're a proactive problem-solver who loves a full plate, takes initiative, and knows that the smallest details can make the biggest difference, we want to hear from you!

The Port's Administrative Assistant provides quality administrative support to all departments and employees. The Administrative Assistant participates as a key team member who contributes to the overall success of the Port's mission, vision, and strategic goals through the functions of Office Administration, Administrative Support, Information Systems, Human Resources, and Records Management.

Essential Job Functions

- Greet all guests; answer and direct phone calls to Port Staff. Use discretion in routing of phone calls, mail, and guests.
- Provide administrative support to the Chief Executive Officer (CEO), Board of Commissioners, and senior management staff.
- Type and/or draft letters, memoranda, correspondence, reports, agreements, presentations, forms and other documents from drafts, notes, dictation or brief oral instructions, using word processing software.
- Proofread documents for typos, accuracy, completeness and compliance with policies and procedures.
- Assist in maintaining the file structure for electronic and physical records.
- Assist with Records Management projects by coordinating the organization of and proper retention of the Port's archived records in accordance with the Oregon Secretary of State Archives Division schedule.
- Prepare Commission and Committee meeting notices, agendas, and packets; review, proofread, edit and maintain packet contents; prepare documents to be presented to the Boards.
- Attend Commission and Committee meetings, take and transcribe minutes.
- Maintain Port Commission permanent records (minutes, resolutions, ordinances).

Posting Date
November 3, 2026

Closing Date
Open Until Filled

Compensation
$23.00 per hour

Employment Status
Regular Full-Time, Non-Exempt

Department
Administration

Reports To
Administrative Services Manager

Application Process
Email your cover letter and resume to hr@portofcoosbay.com

Or, apply on our website at www.portofcoosbay.com/employment

Follow us on Social Media!

www.portofcoosbay.com

Administrative Assistant, continued

Essential Job Functions, continued

- Assist with Human Resources functions such as employee recruitment and selection, new hire orientation, benefits enrollment, and maintenance of confidential employee files and records.
- Schedule meeting arrangements as necessary, including conference calls, staff meetings, and meetings with customers, legislators, etc.
- Prepare travel requests; coordinate making travel and other arrangements for conferences and business trips.
- File, copy, scan, and mail documents as needed.
- Coordinate the posting of legal ads for meetings, bids, etc.
- Receive, process, and distribute incoming mail to Port Staff. Process and send outgoing mail.
- Maintain professional and clean appearance of office and lobby.
- Assist with special projects and other duties as assigned.

Required Experience & Education

Associate degree and 5 years of experience in a similar position or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Required Qualifications

- Must possess keen attention to detail and strong proofreading skills.
- Must possess strong organizational and problem solving skills.
- Ability to operate common office equipment.
- High proficiency in Microsoft Office Suite and Adobe Acrobat.
- Knowledge of filing procedures and practices.
- Ability to maintain accurate and confidential records and files.
- Typing proficiency of 60-70 wpm.
- Possess interpersonal/communication/customer service skills to effectively interact both verbally and in writing with coworkers, stakeholders, and customers, with courtesy, dignity, and respect.
- Ability to problem solve and apply principals of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to identify alternative solutions and make appropriate recommendations.

Additional Qualifications

- Ability to follow applicable laws, codes, regulations, and procedures as pertaining to Port Policy.
- Ability to balance priorities, adapt to change and stay calm and focused during busy situations.
- Ability to work in a team environment by developing and maintaining good working relationships with coworkers, customers, stakeholders, and members of the public.
- Possess the ability and willingness to align with the vision, goals and collaborative culture desired at the Port of Coos Bay.

Benefits

The Port of Coos Bay offers a generous benefit package which includes medical, dental, vision, and term life insurance. The Port also provides paid time off (PTO), eleven paid holidays, and participation in the Oregon State Public Employee's Retirement System (PERS).

Administrative Assistant, continued

Employment Eligibility

The successful candidate will be required to consent to a pre-employment background investigation.

The Oregon International Port of Coos Bay is an Equal Employment Opportunity employer. All applicants are considered strictly on the basis of their qualifications for a position, without consideration of the applicant's race, color, religion, gender, national origin, age, marital or veteran status, sexual orientation, disability or genetic information. Disabled job applicants and employees are provided with reasonable accommodation upon request. A preference will be given to qualified veterans pursuant to ORS 408.225 to 408.237. To request the veterans preference, please submit Form DD-214 or 215 with your application.

Application Process

Please email your cover letter and resume to hr@portofcoosbay.com. Or, apply on our website at www.portofcoosbay.com/employment.