

BLESSEY MARINE SERVICES, INC.
JOB DESCRIPTION

JOB TITLE: Administrative Assistant
DEPARTMENT: Barge Maintenance
FLSA STATUS: Non-Exempt
DATE: January 26, 2023

SUMMARY DESCRIPTION:

Provide administrative and clerical support to the Barge Maintenance Department with a focus on support to the Director and Office Manager by performing the following duties:

SUPERVISION:

Reports to: **Barge Maintenance Office Manager**
Supervises: This position has no supervisory responsibilities

ESSENTIAL JOB FUNCTIONS:

- Serve as a contact for vessel crew questions regarding barge maintenance issues.
- Work in conjunction with the Barge Maintenance Office Manager to ensure purchase orders are properly provided and coded to work orders. This may include researching purchase orders, invoices and work orders.
- Utilize computer applications: Microsoft Word, Microsoft Excel, SAP, TowWorks and any future databases the company may implement.
- Maintain the Barge Maintenance Department on call schedule.
- Daily, review work orders and assist the Director of Barge Maintenance in prioritizing and assigning port engineers to assignments.
- Follow through with completion of work orders by the port engineers to ensure details are included in work orders.
- Accurate and detailed entry of work order documentation into the company database, to include adding information to the “requires repairs/needs attention” and follow up.
- Prepare and submit the Daily Hand Off Report.
- Responsible for the bi-annual engine service, the orders and tracking delivery status of the kits.
- Assist the Barge Maintenance Officer Manager with vetting questions, responses, and solutions for response to the Compliance Department.
- Attends all morning status meetings and provides input and follow-up.
- Perform other related duties, as assigned, to ensure efficient and effective function of the Barge Maintenance Department.

QUALIFICATIONS

- Must have a proven high level of accuracy.
- Must be detailed in composing and proofing all documentation and materials.
- Must be able to read, write and speak clearly in the English language.
- High School diploma or GED required; College preferred.
- One (1) to Two (2) years of Clerical experience.
- Proficiency in or knowledge of a variety of computer software applications, including but not limited to Excel and Microsoft Word software.
- High level of interpersonal skills to handle sensitive and confidential situations and documentation.
- Knowledge of office administration procedures.
- Ability to operate most standard office equipment.
- Must be able to prioritize and meet deadlines.

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- Proficient spelling, grammar and written communication skills.
- Excellent telephone and oral communication skills.
- Ability to maintain a high level of confidentiality.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; risk of electrical shock and risk of radiation. The noise level in the work environment is usually moderate.

TRAVEL REQUIREMENTS

This position requires driving a vehicle as necessary for errands and business related meetings. Employee and/or applicant must successfully complete a Motor Vehicle History check and possess and maintain a current valid driver's license in their state of residence.