

BLESSEY MARINE SERVICES, INC.

JOB DESCRIPTION

JOB TITLE: Operations Administrative Assistant (WEB Fleeting)
DEPARTMENT: Operations
FLSA STATUS: Exempt
DATE: January 22, 2024

SUPERVISION:

Reports to: **Director of Vessel Operations**
Supervises: This position has no supervisory responsibilities.

SUMMARY DESCRIPTION:

Assist the Director of Vessel Operations by performing the following duties:

ESSENTIAL JOB FUNCTIONS:

- Produce information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Assist with monitoring WEB Fleeting's expenses, to maintain operating budget.
- Continuously evaluate vendor contacts and services to ensure WEB Fleeting is receiving premier service at market rate, seeking out new vendors when necessary for cost comparison and/or to switch providers.
- Review and edit WEB Fleeting's Hurricane Contingency Plan.
- Coordinate and maintain WEB Fleeting permits, as needed.
- Distribute mail; internal office and postal.
- Coordinate and maintain WEB Fleet executive company vehicle.
- Conserve Director of Vessel Operation's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Maintain Director of Vessel Operation's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Welcome guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.
- Prepare reports by collecting and analyzing information.
- Provide historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions.
- Maintain office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.
- Ensure operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contribute to team effort by accomplishing related results as needed.
- Performs a variety of clerical duties.

QUALIFICATIONS

- Must be able to read, write and speak clearly in the English language.

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- A Bachelor's degree and one (1) to two (2) years of Administrative Assistant experience, or Three (3) years of Administrative Assistant experience preferred.
- 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.
- Attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
- 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, analyzes, and interprets 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.

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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. 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.