Administrative Services Assistant

Position Summary

The Port of Bay City Authority is seeking an organized and dependable Administrative Services Assistant to support the Port's daily administrative, financial, and front-office operations. This position serves as a primary point of contact for visitors and callers and provides administrative support to Port staff, meetings, accounts payable, and grant-related activities.

Essential Duties and Responsibilities

- Greet visitors and provide front-desk coverage.
- Answer and direct incoming telephone calls and respond to general inquiries.
- Receive, sort, and distribute mail and deliveries.
- Update the website.
- Maintain election calendar and postings
- Assist with accounts payable, including reviewing invoices, assigning appropriate account codes, routing invoices for approval, and maintaining supporting documentation.
- Prepare and distribute meeting notices, agendas, packets, and other materials.
- Attend meetings as needed and prepare accurate meeting minutes.
- Maintain organized electronic and paper files, records, contracts, and correspondence.
- Draft and format letters, reports, spreadsheets, presentations, and other documents.
- Assist with grant administration, including organizing grant files, tracking deadlines and expenses, gathering supporting documentation, and helping prepare reports and reimbursement requests.
- Coordinate calendars, appointments, meetings, and room arrangements.
- Order and maintain office supplies.
- Assist with public records requests and document retention as assigned.
- Support special projects, events, and other Port activities.
- Perform other administrative duties as assigned.

Qualifications

- High school diploma or equivalent required; additional education or administrative training is preferred.
- Previous experience in an administrative, office support, bookkeeping, or accounts payable role is preferred.
- Proficiency with Microsoft Word, Excel, Outlook, and Quickbooks and general office equipment.
- Strong organizational skills and attention to detail.
- Ability to communicate professionally with the public, vendors, board members, and staff.
- Ability to manage multiple responsibilities, meet deadlines, and maintain accurate records.

- Ability to handle confidential and sensitive information appropriately.
- Experience supporting grants or working in a governmental or public-sector office is helpful but not required.

Work Environment

This is an office-based position that involves regular interaction with the public, Port staff, vendors, and community partners. The employee must be able to work independently, collaborate with others, and adapt to changing priorities.

Other Requirements

Employment may be contingent upon successful completion of a background check and any other requirements established by the Port of Bay City Authority.

The Port of Bay City Authority is an equal opportunity employer.