



## Job Description

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**JOB TITLE:** Administrative Assistant

**DIVISION:** Shop and Ship Repair

**REPORTS TO:** Business Capture & Special Projects Executive

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**SUMMARY:** Under the direct Supervision of the Business Capture & Special Projects Executive, the Administrative Assistant is responsible for procuring, arranging and coordinating all activities for Shop and Ship Repair Division.

**Essential Job Duties and Responsibilities** (Other duties may be assigned)

- Internal administration & accounting procedures
- Prepare bid port costs / estimates
- Prepares maintenance reports, input data into maintenance software
- Regular, dependable attendance and punctuality

**Knowledge, Skills and Abilities**

- Knowledge of office practices and procedures
- Ability to communicate effectively both written and oral with internal and external clients, vendors and wide range of people. Correct English usage, spelling, grammar and punctuation; Ability to read, write and comprehend verbal and written instructions, short correspondence, memos.
- Ability to apply commonsense understanding to carry out instructions furnished in written, oral and diagram form
- Ability to balance multiple tasks and operate within a deadline-oriented environment
- Ability to manage high volume of electronic communication, both in the office and while mobile in the field
- Ability to use computer programs such as Microsoft office, word, excel, power point, outlook and file management
- Ability and willingness to work any shift to include overtime during a 24-hour period to include weekends and holidays to adapt to 24/7/365 port operations
- Ability to read, comprehend and interpret Federal and local laws
- Ability to deal with problems involving several concrete variables in standardized situations
- Strong interpersonal and communication skills. Ability to effectively communicate with customers, peers and management.
- Ability to communicate on the telephone with proper etiquette
- Recognizing and maintaining strict confidentiality of work material
- Enthusiastic, friendly and energetic with genuine desire to provide outstanding service



## JOB QUALIFICATION

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**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

- High School Diploma or General Equivalency Diploma (GED).
- Minimum of one (1) year experience required.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Possession of a valid Guam driver's license
- Must be able to obtain a DBIDS Credential

**LANGUAGE SKILLS:**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:**

- Ability to add, subtracts, multiply and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to perform these operations using units of American money and weight measurement, volume and distance.

**REASONING ABILITY:**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

**WORK ENVIRONMENT:** 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 occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions.

**COMMENTS:** This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties as may be required.

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