



Ports of Indiana

Job Description

Title: Administrative Assistant
Location: Ports of Indiana, Jeffersonville
Supervisor: Port Director
FLSA Status: Exempt

Revised Date: August 2019

JOB SUMMARY:

Position is responsible for performing a variety of administrative, secretarial and clerical duties.

MINIMUM REQUIREMENTS AND QUALIFICATIONS:

Position requires an associate degree and three (3) years previous office experience. A high level of proficiency in Microsoft Office software is required with emphasis on Outlook, Word, Excel and Power Point.

PRIMARY DUTIES AND RESPONSIBILITIES:

	Description	
1.	Answers and routes incoming phone calls; greets visitors; processes and prepares incoming and outgoing mail; submits weekly time sheet and maintains employee time keeping records; and, as needed, assists other staff with administrative tasks	
2.	Receives and processes cargo activity reports as submitted by Port tenants; enters reported data into the Port's Klein Accounting System Compiles as necessary to drive Corporate billing processes. Assists Corporate accounting staff in reconciliation and closing billing and cargo activity reports at month end. Develops a high proficiency in working with Klein Accounting System.	
3.	Uses Klein and MS Excel to prepare and distribute management report, including statistical summaries, monthly cargo recaps and other business analytics.	
4.	Maintains Certificate of Insurance files and a contract term matrix for all Jeffersonville tenants.	
5.	Maintains and keeps all files and records so they are current, organized and secure.	
6.	Monitors inventories and purchases office supplies; manages office equipment leases. Also, monitors expenses and reviews incoming invoices for purchases and services.	
7.	Schedules and facilitates meetings, coordinates special events.	
8.	Maintains a contact database of tenants, regional organizations, federal, state and local agencies, elected officials, stakeholders and others as directed by Port Director.	
9.	Performs other duties as assigned by the Port Director.	

MENTAL/VISUAL/PHYSICAL STRAIN:

This position has very little strain in any of these areas.