

## Administrative Assistant- Part Time

### POSITION SUMMARY

The Cleveland-Cuyahoga County Port Authority, which operates the Port of Cleveland and other lines of business, is seeking candidates for the position of Administrative Assistant. The Port is a dynamic, entrepreneurial enterprise that combines the best of public and private sector management. The Administrative Assistant reports to the CEO and is responsible for day-to-day administrative coordination and support. A smaller office environment requires a take-charge individual with the ability to work independently and the flexibility to wear many hats. This is a unique and rewarding opportunity with a dynamic public agency. This position will be a minimum of 24 hours per week, with the potential to grow to a full-time role in the future depending on the needs of the organization and the performance of the individual. The position will be in the office for the first six months of employment but may have some flexibility after that. Rate of pay will be \$25.00/hour.

### PRIMARY DUTIES AND RESPONSIBILITIES

- **Communication:** Answering phones, responding to emails, and facilitating communication with clients, partners, and stakeholders
- **Scheduling:** Planning and scheduling meetings, appointments, and travel  
Recordkeeping: Maintaining records, filing systems, and contact databases
- **Document preparation:** Typing letters, reports, and other documents
- **Office management:** Ordering supplies, maintaining inventory, distributing mail, and keeping the office clean and organized
- **Event planning:** Organizing and conducting events, including securing space, preparing invitations, and making travel arrangements
- **Front desk:** Greeting visitors and managing elevator calls

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### **RELATED SKILLS AND ABILITIES**

- Advanced excel, word, outlook
- Strong adherence to deadlines
- Detail-oriented
- Ability to work independently
- Sensitivity in handling confidential matters
- Effective verbal and written communication skills
- Well organized and able to coordinate multiple tasks

### **EDUCATION AND EXPERIENCE**

A minimum of an associate degree is required with 2-3 years of administration experience.

The Port of Cleveland offers a competitive compensation & benefits package commensurate with experience and qualifications. All Port of Cleveland employees are subject to a comprehensive background check prior to hiring.

**Please send cover letter and resume to [melisa.freilino@portofcleveland.com](mailto:melisa.freilino@portofcleveland.com)**