



Position: Office Assistant\Event Coordinator

Reports To: Comptroller

Worker Category: Full-time, Hourly, Non-Exempt

Summary

Office Assistant (OA) - Act as the Port District's receptionist, support Comptroller with payroll & other financial functions, manage office cleanliness and organization, and assist Executive Assistant as necessary.

Event Coordinator (EC) - Schedule rentals and use of Quincy Business and Event Center (QBEC) facilities using ResNexus Reservation System, responsible for overseeing building & grounds maintenance and cleaning, security scheduling, emergency response to afterhours reservation issues, general office duties, and adheres to adopted rental fees and policies.

Essential Functions - OA

1. Attends all scheduled Port District meetings and develop meeting minutes
2. Create and submit advertisements when approved by Commissioners
3. Follow proper archival procedures for all Port District correspondence, documents, and employee files
4. Maintain an accurate file system
5. Receive and process incoming mail, email, faxes, and telephone activities of the Port District and Commissioners, daily
 - a. Sort through mail and record payments as necessary
 - b. Distribute payments and invoices to Executive Assistant and Comptroller, respectively
6. Follow all Port District policies and procedures
7. Manage and maintain office cleanliness and organization
8. Support Comptroller with financial functions as needed
9. Other duties as assigned by Port District Commissioners

Essential Functions - EC

1. Coordinates day-to-day operations of the QBEC rental facility
2. Serve as the Reservation Contact for the facility, including:
 - a. Meeting with renters and ensure that each renter completely fills out the appropriate rental agreement and additionally required forms (alcohol & security agreement)
 - b. Ensure each renter provides completed copies of any supporting documents (certificate of insurance, dance permit, liquor/banquet license)
 - c. Explain policies and correctly answer questions and/or concerns of renters
 - d. Main emergency contact for afterhours issues
3. Maintain an accurate rental calendar
4. Efficiently enter all information into ResNexus in a timely manner
 - a. Notes, accommodations, time, number of guests, etc.
5. Ensures damage deposits are received at time of reservation and that fees are paid in full 30 days prior to event. Communicates clearly with Comptroller as to any outstanding accounts and collection efforts
6. Perform walk-thru with renters upon facility check-in and check-out; acknowledge and verify any damage to building, equipment, furnishings, etc.; determine refund amount of damage deposit
 - a. Report any damages to direct supervisor immediately
 - b. Report damage deposit amounts to Comptroller after each event
7. Responsible for arranging security services for events, if required
8. Maintain Emergency Protocol Policy
9. Maintain key check-in and check-out

10. Resolve operational problems related to customer service
11. Orders supplies through Weinstein Beverages as necessary and budgeted
 - a. Keep supply closet organized
 - b. Ensure supplies are fully stocked at all times, especially prior to events
12. Responsible for building and grounds maintenance as budgeted, including cleaning and scheduling of “contracted maintenance and cleaning services.”
13. Responsible for social media postings/marketing including:
 - a. Using social media to maintain and build awareness of the QBEC
 - b. Promote public events occurring at QBEC by resharing digital artwork and e-flyers on social media
 - c. Create digital artwork and e-flyers promoting events at QBEC as appropriate
 - d. Interact with customers and other stakeholders via QBEC’s media accounts
14. Pursue marketing avenues, including magazine advertisements, as determined by Port Commissioners.
15. Establish sound organizational and operational structure and procedures based on Port District policies
16. Maintain regular office hours as established (if manager is unable to be present during this period, they are required to notify their supervisor and Port administration staff immediately)
17. Retrieve and reply to messages (answering machine, email, etc.) in a timely manner
18. Maintain records and reports as needed
19. Maintain inventory record of equipment and furniture (tables, chairs, etc.)
20. Maintain positive relations with facility users and community members
21. Follow all Port District policies and procedures
22. Other duties as assigned

Work Environment

This is a largely sedentary role, operating in a clerical office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines

Position Type/Working Hours

- This is a full-time, hourly position, including holiday, vacation, and retirement benefits.
- 36+ hours per week
- Meetings of the Board of Commissioners are typically the 2nd and 4th Wednesday of every month from 5 p.m. to about 7 p.m.

Required Education and Experience

- AA Degree in Business or Event Administration, Accounting, or related field
- One year of related experience
- Computer literacy

Preferred Education and Experience

- Communicate effectively orally and in writing
- Bilingual
- Operate computer programs accurately and at an acceptable speed, including Microsoft Office and QuickBooks
- Work independently and in a team environment
- Knowledge of telephone etiquette; writing, grammar, and spelling
- Three years of related experience

Non-Discrimination

The Port of Quincy will not discriminate against any employee or applicant for employment because of race/color, religion, sex/gender/pregnancy, disability, veteran status, genetic information, age or national origin regarding employment, upgrading, promotion, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation and selection for training.