

Connecticut Port Authority

RECEPTIONIST AND OFFICE MANAGER

Position Grade: 1
Direct Reports: None
Salary Range: \$32,568 - \$49,037
Career Series: Corporate

Reports to: Executive Director
Wage Hour Class: Non-Exempt
Hours Worked: 40

SUMMARY:

This position is accountable for serving as the office manager and acting as the receptionist for the Connecticut port authority offices in Old Saybrook.

EXAMPLES OF DUTIES:

Duties may include one or more of the following activities:

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries;
- Maintains and updates manuals and reference materials on Connecticut Port authority programs and services.
- Coordinates and schedules appointments, conference calls, and meetings which may include the assembly and distribution of materials; maintains appointment calendars; assists with travel arrangements as required;
- Maintains security by following procedures; monitoring sign-in sheet;
- Processes, sorts and distributes mail;
- Take notes and prepare minutes of meetings, seminars or workshops;
- Maintains office services by organizing office operations and procedures; maintaining filing systems; reviewing and approving office supply requisitions; assigning and monitoring clerical functions;
- Acts as IT liaison with outside IT vendors, and updates the website.
- Coordinates facilities requests with building manager
- Contributes to team effort by accomplishing related results as needed.
- Manages, and tracks the daily expenses of the office and staff, making entries in the CPA financial system, and coordinating with the finance committee and accountant or bookkeeper.
- Assists in planning and coordinating special events
- Manages and books travel, and assists staff with travel expense reports.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

This position requires considerable knowledge of office systems and procedures; excellent communication skills including polite, friendly telephone manner; ability to provide information about the Connecticut Port Authority and redirect phone calls to appropriate staff; considerable knowledge of proper grammar, punctuation, and spelling; considerable oral and written business communication skills; ability to schedule and prioritize office workflow; ability to operate office equipment; considerable knowledge of Microsoft Office Suite which includes Word, Excel, Outlook, and PowerPoint; ability to take notes and type at a net speed of at least 50 wpm; strong interpersonal skills; ability to communicate effectively, tactfully, and courteously

Knowledge and experience in Chart of Accounts, Bookkeeping best practices, A/P, A/R and payroll

EXPERIENCE AND TRAINING:

General Experience:

Four (4) years employment experience as an administrative assistant or secretary with responsibilities above the routine clerk level in office support or secretarial work.

Must have previously maintained expense record, and be familiar with financial accounting systems and record keeping.

Substitution Allowed:

College training in the secretarial sciences or a related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

APPLICATION PROCESS

Interested candidates should send a cover letter and resume by email to evan.matthews@ct.gov by no later than Friday, August 25, 2017 at 4PM.