

ACCEPTING RESUMES FOR:



OPC Administrative Assistant

Overview of Duties

- Provide administrative and secretarial support to the Department in support of the U.S. Coast Guard Offshore Patrol Cutter (OPC) project.
- Work independently and within a team on special nonrecurring and ongoing projects exercising diplomacy and tact.
- Perform clerical work to include scheduling appointments, tracking assignment statuses, and typing routine correspondence.
- Answer telephone and give information to callers, take messages, or transfer calls to appropriate individuals.
- Maintain appropriate levels and monitor office supplies, equipment, and other materials.
- Conduct research, collect and distribute information/documents.
- May handle confidential data/information.
- Regular attendance at work and the ability to work flexible hours, including overtime, weekends, and holidays.

Qualifications

- High school diploma or GED equivalence plus three or more years' experience providing administrative support at a high level required. An equivalent combination of education and experience may be considered.
- Requires strong working knowledge of standard office administrative practices and procedures.
- Intermediate level Microsoft experience including Word, Excel, and Outlook.
- Ability to multi-task and work in a fast-paced environment and have an attention to detail.
- Effective written and verbal communication skills required

Eastern offers a competitive salary and benefits package including 401(k) and Company Paid Health, Dental, & Life Insurance. Eastern proudly honors American's Veterans for their service to our country and encourages all veterans to apply at our organization. For consideration, qualified applicants may apply in

confidence at:

www.easternshipbuilding.com

or in person at:

Eastern Shipbuilding Group, Inc. - Human Resources
13300 Allanton Road, Panama City, FL 32404 or
134 S. East Ave., Panama City, FL 32401
Phone: (850) 588-3946

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