

# Administrative Assistant

## Job Summary

Under direct supervision of the Project Manager and/or Deputy Project Manager, this position provides administrative and secretarial support to the Department in support of the U.S. Coast Guard (USCG) Offshore Patrol Cutter (OPC) project.

## Job Duties

- 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.
- Make copies of correspondence and other printed material.
- Use standard office equipment such as computers, phones, photocopiers, fax machines, and file cabinets.
- 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.
- Perform other duties as assigned.

**Duration:** More than 150-days

**Hours Per Week:** 40+

**Salary:** Salary commensurate with skills and experience

## Qualifications

Education/Experience: High school diploma or GED equivalent plus three or more years providing administrative support at a high level required. Requires strong working knowledge of standard office administrative practices and procedures. An equivalent combination of education and experience may be considered.

## Required Skills:

- Intermediate level Microsoft Windows, Word, Excel, PowerPoint and Outlook Express.
- Able to read and interpret documents such as safety rules, Company policies/procedures, and governmental regulations.
- Effective written and verbal communication skills
- Able to apply common sense understanding to carry out written and verbal instructions. Multi-task and work in a fast-paced environment and have an attention to detail.

## Behavioral Attributes:

Integrity, flexibility/adaptability, initiative, interpersonal skills, attention to detail and multi-tasking. Maintain the confidential integrity of details pertaining to Eastern Shipbuilding Group.

## Employer Benefits

Company paid health, dental, and life insurance; other benefits include vision, disability, accident, cancer, and life insurance, pre-paid legal, paid vacation and holiday pay.

Eastern proudly honors American's Veterans for their service to our country and encourages all veterans to apply at our organization. Eastern Shipbuilding Group, Inc., is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status,

disability status or any other status or characteristic protected under applicable federal, state, or local laws. Pre-employment drug testing and physical required. For consideration, qualified applicants may apply in confidence at:

[www.easternshipbuilding.com](http://www.easternshipbuilding.com)

## Apply

Eastern Shipbuilding Group, Inc. - Human Resources  
13300 Allanton Road, Panama City, FL 32404 or  
134 S. East Ave., Panama City, FL 32401

[HR@easternshipbuilding.com](mailto:HR@easternshipbuilding.com)



 EASTERN SHIPBUILDING GROUP, INC.

IT'S MORE THAN A JOB... IT'S A FUTURE!

[www.easternshipbuilding.com](http://www.easternshipbuilding.com)