



## **SOUTH JERSEY PORT CORPORATION NOTICE OF JOB OPENING**

### **ADMINISTRATIVE ASSISTANT**

In accordance with Article 9 and Article 13 of the Agreement between SJPC and CWA, Local 1040, employees are hereby notified that SJPC will accept applications for the non-exempt position of **ADMINISTRATIVE ASSISTANT**. The successful applicant will be responsible for assisting the Executive Management Team with daily administrative duties and processing the corporations' payroll. This shall also include the processing and remitting of all withholdings. This individual must possess written communication skills, be well organized, manage their time effectively, prioritize tasks, and juggle multiple assignments simultaneously.

The successful applicant will receive an annual compensation of \$43,109.45.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Refer to job description. Other duties may be assigned.

- Coordinates and arranges meetings, prepares agendas, reserves, and prepares facilities, and records and transcribes minutes of meetings as assigned.
- Prepares travel requests and itineraries, makes travel arrangements, and prepares related expense reports, in accordance with State and agency travel policies and guidelines.
- Arranges essential mail in priority action and routes mail accordingly. Locates and attaches appropriate file to correspondence for review and filing.
- Composes, edits and types routine internal and external correspondence, memos, e-mails and faxes.
- Transcribes, types, edits, and proofreads legal documents such as leases, contractual agreements, engineering documents, litigation materials and other legal documents.
- Organizes and maintains file system and files correspondence, as well as other records per retention guidelines.
- Answers and screens telephone calls for the Executive Office, routes calls as needed and arranges conference calls.
- Researches, drafts and abstracts reports as assigned.
- Maintain customer and tenant contact list.
- Assists with the preparation of Board materials in the absence of the Senior Executive Assistant, including agendas and minutes.
- Assists the Agency's Ethics Liaison Officer with the distribution and filing of required forms and documents as necessary. Assists with maintaining corporate, agency-wide contact lists for a variety of mail, fax, and electronic mail distribution programs to include customers, vendors, associates, governmental entities, and industry partners.
- Routinely reorders office supplies for the Executive Office.
- Assists the Senior Executive Assistant with daily activities as necessary and serves as back-up in their absence.
- Performs daily timekeeping tasks including the daily maintenance and receipt of employee timecards and timesheets and data entry of time.
- Performs timekeeping tasks regarding employee attendance, including vacation, sick, personal leaves, and overtime. Provides monthly and annual reports, including but not limited to classification, probation, and training reports, and distributes to managers and/or supervisors or as requested.
- Creates weekly deferred compensation file for submission to Prudential.
- Processes and submits weekly payroll with Primepoint.
- Prepares year-end incentive checks and annual incentive reports.
- Prepares monthly AFLAC invoice reconciliation and check request.
- Processes all vacation and personal time off requests for all employees.
- Responsible for implementing meal money, weekly payrate change for senior guards along with training rates when applicable.
- Prepares and distributes classification, probation, and training reports.
- Responsible for monitoring the sick line and disseminating daily sick list.
- Assumes other duties as assigned.

#### **JOB QUALIFICATIONS:**

Candidate must meet the following qualifications:

- High school diploma or equivalent. Associate's degree in paralegal studies or relevant experience working with legal proceedings and terminology is highly desirable.
- 1 to 3 years related experience and/or training; or equivalent combination of education and experience.
- Experience with Primepoint system preferred.
- Experience with union laborers a plus.
- Thorough knowledge of corporation policies. Good communication and computer skills.

- Must possess a federal Transportation Worker Identification Credential issued by the Transportation Security Administration.
- Must possess a valid, unrevoked, and unsuspended driver's license.

The New Jersey First Act, effective September 1, 2001, established residency requirements for all state employees. The applicant shall have their primary residence in the State of New Jersey. The applicant must possess or be able to obtain a federal Transportation Worker Identification Credential issued by the Transportation Security Administration.

**PROCEDURE:**

Applicants interested in the position of **ADMINISTRATIVE ASSISTANT** should submit a cover letter and resume to [careers@southjerseyport.com](mailto:careers@southjerseyport.com), Human Resources, prior to 5:00pm on Friday, May 26, 2023.