

Port of Chinook  
Office Administrator/Maintenance Assistant  
Full-time with Benefits

The Port of Chinook is accepting applications for a full-time Office Administrator/Maintenance Assistant. This position is responsible for maintaining the port office, customer service, reservations, bookkeeping, help with annual budget, financial reporting and grant work. Other responsibilities include outside work including running the fuel dock, maintenance of port equipment and the marina and any other work required to ensure the port is safe and functional. This position does not have any supervisory roles. Must have excellent written and oral communication skills. Prior experience in the marine industry would be beneficial. Must possess a valid driver's license with a driving record acceptable to the Port's insurance carrier. Hourly wage starts at \$25/hour, includes retirement and medical benefits. Please submit a cover letter and resume and the Port's Employment Application ([www.portofilwaco.com/employment/](http://www.portofilwaco.com/employment/)) to [tlofstrom@portofilwaco.org](mailto:tlofstrom@portofilwaco.org) or deliver in person to the Port Office at 165 Howerton Way SE, Ilwaco, WA 98624. Position open until filled.