

ARANSAS COUNTY NAVIGATION DISTRICT

JOB DESCRIPTION

ADMINISTRATIVE PROFESSIONAL

JOB DUTIES:

- *Leasing of Beach Pavilions (includes showing, booking events, compiling contracts)
- *Heavy interaction with public
- *Calendar maintenance (events and employees)
- *Interaction and coordination with maintenance and set up crews re: clients' needs
- *Some weekend work required

EXPERIENCE:

- *Administration/Clerical/Customer Service (minimum two years of experience)

COMPUTER SKILLS:

- *Microsoft Word*Microsoft Excel*(QuickBooks is a plus but not required)
- *Computer "savvy" to learn and implement industry specific software (Social Tables)

OTHER SKILLS:

- *Exceptional customer service and interpersonal skills
- *Strong attention to detail
- *Excellent organizational skills
- *Self-motivated, ability to work with minimal supervision
- *Ability to meet deadlines
- *Work easily with a diverse group of people
- *Capable of adapting to multiple roles
- *Aptitude to solve problems efficiently
- *Effective time management
- *Eager to assist in other departments as needed
- *Dependable