



PROVINCETOWN PUBLIC PIER CORPORATION

MACMILLAN PIER

Seasonal/Part Time Administrative Assistant Job Description

Supervision:

Works under the direction of the Pier Office Manager by managing the sales and data entry of mooring, other small boat permitting, excursion and ferry logs.

Overview:

The Pier Management /Harbormaster offices are located on MacMillan Pier. Most work will be performed in an office setting. Weather, maintenance and visitor loads will be factors in the daily environment of the office. The ability to work independently and to be flexible will be required to prioritize and perform tasks. Supports the day to day office duties of the Pier by managing the sales and data entry of mooring, other small boat permitting, excursion and ferry logs. Housing is not included.

Duties:

Flexibility is required for the variety of office work. The following duties may be required:

- Provide a high level of customer service at all times
- Provide information and hospitality for mariners, tenants, tourists and residents
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- Managing the sales and data entry of mooring, other small boat permitting, excursion and ferry logs.
- Primary telephone/radio office contact for the Harbormaster Office & PPPC.

Requirements:

- High school diploma or GED .
- Valid MA driver's license and good driving record.
- Good physical condition and clean public appearance (moderate physical effort required under all weather extremes)
- Sound decision-making and problem-solving skills.
- Ability to handle emergencies and adversarial situations in a calm and professional manner
- Good moral character.
- Completion of a thorough and extensive background investigation.

The Provincetown Public Pier Corporation is an equal opportunity employer and does not discriminate on the basis of race, creed, religion, sex, national origin, marital status, age, or sexual preference.