



Job Description: Administrative Assistant

Status: Non-exempt, full-time, in-person (40 hours/week)

Wage: \$22-26/hour (depending on experience)

Location: 919 Haines Place, Port Townsend, WA 98368

Who We Are

The Port Townsend Shipwrights Co-Op has been serving the marine community for over 40 years. We are a full-service boatyard with a talented crew, well-known for our traditional woodworking skills and complex marine projects across a wide range of vessel types.

Our cooperative business model depends on strong internal systems, clear communication, and reliable administrative support. The Shipwrights office provides centralized administrative and accounting services for both Shipwrights operations and Port Townsend Sails, supporting the cooperative owners and their teams.

What We Are Looking For

This position is the front line of our office—answering phones, greeting customers, and providing essential administrative support to our cooperative owners and staff. We're open to candidates at different experience levels, from those just starting out to those with established office skills, as long as you're punctual, reliable, detail-oriented, and ready to learn.

The ideal candidate is organized, personable, and comfortable working in an environment with frequent interruptions, shifting priorities, and ongoing communication with staff, vendors, and customers. You should be comfortable with computers and typing, and capable with numbers and spreadsheets. If you can handle a busy front desk, learn new systems quickly, and show up ready to work, we want to hear from you.

Essential Duties

Reception & Customer Service

- Answer phones professionally, take messages, and route inquiries
- Greet and assist walk-in customers and visitors
- Provide excellent customer service in a fast-paced marine trades environment
- Monitor shared email inboxes and respond or forward as appropriate
- Coordinate communication between customers, staff, and owners



Administrative Support

- Provide administrative support to the owners
- Perform data entry and maintain organized filing systems (digital and paper)
- Work with spreadsheets and prepare basic reports
- Coordinate office communications and scheduling as needed
- Order office supplies and help maintain office organization
- Assist with routine administrative tasks and special projects

Competencies We Value

Essential Qualities:

- Punctuality, reliability, dependability
- Strong attention to detail
- Professional demeanor
- Willingness to learn

Skills & Experience:

- Comfortable with computers; possess basic typing skills, with speed and accuracy
- Capable with numbers and spreadsheets
- Strong phone skills and customer service orientation
- Familiarity with Microsoft Office (especially Excel) and Google Suite helpful but not required
- Previous office, administrative, retail, or customer service experience valued but not required
- Ability to stay organized and focused despite frequent interruptions
- Comfortable juggling multiple tasks and shifting priorities
- Commitment to confidentiality and professional discretion
- Familiarity with marine trades and/or boats is a plus, but not required

Why Work with Us

This role offers the opportunity to develop practical administrative and office management skills in a supportive, team-oriented environment. You'll be at the center of a cooperative business, working directly with owners and gaining exposure to how a successful marine trades operation runs. As you gain experience and demonstrate your capabilities, there's potential to take on additional responsibility and grow within the organization.



What We Offer

For full-time employees we offer a competitive wage, medical insurance covered at 100% for the employee, long-term disability, and a generous HSA contribution. All employees are eligible for a 3% IRA match, paid sick time, and discretionary bonuses.

EEO Statement

The Port Townsend Shipwrights Co Op is an equal opportunity employer. We do not tolerate discrimination or harassment of any kind based on an individual's sex, race, color, sexual orientation, gender identity, hair texture and hair style, national origin, religion, age, marital status, veteran's status, disability, genetic information, or any other characteristic or status protected by state, federal or local law. Pursuant to the Americans with Disabilities Act, the Port Townsend Shipwrights Co Op will make reasonable accommodations of working conditions or methods in order to perform the duties of the position.

Other Duties

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

I have read, understand, and am able to perform the essential job functions with or without accommodation.

Employee Signature

Date



Administrative Assistant

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

NA: Not applicable, not required of this position.

NE: Requirement is present but is not essential to the position.

O: Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

F: Frequent, 34-66 percent of the time.

C: Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting					X
Walking				X	
Standing				X	
Running	X				
Bending or twisting				X	
Squatting or kneeling				X	
Reaching above shoulder level				X	
Climbing (e.g. ladders)			X		
Driving cars, light duty trucks			X		
Driving heavy duty vehicles	X				
Repetitive motion of hands/fingers				X	
Grasping with hand, gripping			X		



	NA	NE	O	F	C
Lifting/carrying 10-25 pounds				X	
Lifting/carrying 26-50 pounds		X			
Lifting/carrying more than 50 pounds		X			
Pushing/Pulling		X			
Using Foot Controls	X				
Work in/exposure to inclement weather	X				
Work in/exposure to cold water	X				
Exposure to dust, chemicals or fumes			X		
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Swimming, scuba diving	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases	X				
Exposure to blood, body fluid, or potentially contaminated materials	X				
Exposure to needles or sharp implements	X				
Use of hot equipment (e.g., ovens)		X			
Exposure to electrical current				X	
Seeing objects at a distance			X		
Seeing objects peripherally			X		
Seeing close work (e.g., typed print)					X
	NA	NE	O	F	C



Distinguishing colors				X	
Hearing conversations or sounds					X
Hearing via radio or telephone				X	
Communicating through speech					X
Communicating by writing/reading					X
Distinguishing odors by smell	X				
Distinguishing tastes	X				
Exposure to wild/dangerous animals	X				
Exposure to insect bites or stings	X				
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people			X		
Restraining/grappling with people	X				
Other: High volume of client contact			X		

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

Employee Signature

Date