

Maritime Association Administrator

Portland Maritime Association has immediate opening for individual well suited for varied work environments that include a busy office and offsite work at member facilities and functions. College degree with 3-5 years exp. in admin. support, event planning and program mgmt including drills, exercise and regulatory compliance for associations involved in oil spill response. Maritime industry knowledge a plus. Req good verbal/written communication skills, exceptional phone skills with the ability to be pleasant, patient and professional in communication with client association members. Computer literate: Microsoft Office with proficiency in Excel, Access, Power Point, and desktop publishing software in addition to Internet skills such as web site maintenance. Accuracy in typing (40 wpm) and 10-key calculator is a must. Demonstrated initiative and ability to work w/min supervision, strong org. skills, detail oriented, ability to multi-task and work flexible hours. Some overnight travel, a valid Oregon or Washington driver's license and pre-employment drug screening required. Salary +benefits. Resumes to: Association Administrator, Cascade Employers Association, 3747 Market Street NE, Salem, OR 97301; srich@cascadeemployers.com; fax to 503.585.4322 EOE