Oregon's Seaport… Port of Coos Bay
OREGON INTERNATIONAL Port of Coos Bay

**Job Announcement**

# Charleston Marina & RV Park Office Assistant

## Job Summary

The Oregon International Port of Coos Bay is seeking to hire a Marina and RV Park Office Assistant who will accommodate the needs of customers in the Charleston Marina. The ideal applicant will possess strong customer service, communication, and organization skills.

## Essential Job Functions

- Answer all incoming RV Park and Marina phone calls and assist all walk-up customers.
- Assign moorage and storage space assignments and follow Port policy in the execution of lease agreements with customers.
- Assign RV spaces, collect payment, and register all vehicles and guests into the RV Park. Assist with online reservations. Upload contracts, registrations, and insurance information into NetSuite.
- Provide customer assistance including receiving payments, selling supplies (propane, etc.), responding to questions and complaints, and relaying and enforcing Port policies.
- Patrol the RV Park throughout the day to assist customers and to ensure customers have departed by the assigned check out time.
- Process, receive, sort, and distribute a variety of correspondence, deliveries, and mail.
- Process accounts receivable and supporting documents, including posting, data entry, balancing and reconciling reports, point of sale and basic cash register operations, and billing for RV Park operations.
- Assist the Marina Manager with miscellaneous duties as assigned.
- Administer the RV Park recreation room calendar and maintain inventory of meeting room supplies.
- Ensure the RV Park office, recreation room, and recreation room restrooms are clean and orderly at all times.
- Assist in maintaining the file structure for electronic and physical records.
- Perform general clerical office duties.
- Prepare and proofread reports and miscellaneous documentation.
- Schedule ice delivery appointments.
- Additional duties as assigned.

## Required Experience & Education

High school diploma or GED and 2 years of experience in a similar position or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Previous experience in an RV Park, campground, hotel, or similar hospitality setting is preferred.

**Posting Date**
November 24, 2026

**Closing Date**
Open Until Filled

**Compensation**
$21.50 per hour

**Employment Status**
Regular Full-Time, Non-Exempt

**Department**
Charleston Operations

**Reports To**
Charleston Marina Office Manager

**Application Process**
Email your cover letter and resume to hr@portofcoosbay.com

Or, apply on our website at www.portofcoosbay.com/employment

Follow us on Social Media!

www.portofcoosbay.com
www.charlestonmarina.com
www.coosbayrailline.com

## Charleston Marina & RV Park Office Assistant, continued

### Minimum Qualifications

- A knowledge of, or the ability to learn, RV Park and marina complex operations.
- Proficiency with computers and strong ability and desire to learn new computer software programs.
- High proficiency in Microsoft Office Suite.
- Possess strong customer service skills with knowledge in customer service management, methods and techniques.
- Possess interpersonal/communication/customer service skills to effectively interact both verbally and in writing with coworkers, stakeholders, and customers, with courtesy, dignity, and respect.
- Ability to operate common office equipment.
- Strong organizational and problem solving skills and keen attention to detail.
- Ability to maintain accurate and confidential records and files.

### Additional Qualifications

- Ability to follow, explain, and enforce applicable laws, codes, regulations, and procedures as pertaining to Port Policy.
- Ability to balance priorities, adapt to change and stay calm and focused during busy situations.
- Ability to recognize problems, identify alternative solutions, and make appropriate recommendations.
- Ability to communicate well both verbally and in writing with coworkers, customers, vendors, and members of the public.
- Ability to work in a team environment by developing and maintaining good working relationships with coworkers, customers, vendors, and members of the public.
- Possess the ability and willingness to align with the vision, goals and collaborative culture desired at the Port of Coos Bay.

### Benefits

The Port of Coos Bay offers a generous benefit package which includes medical, dental, vision, and term life insurance. The Port also provides paid time off (PTO), eleven paid holidays, and participation in the Oregon State Public Employee's Retirement System (PERS).

### Employment Eligibility

The successful candidate will be required to consent to a criminal background investigation.

The Oregon International Port of Coos Bay is an Equal Employment Opportunity employer. All applicants are considered strictly on the basis of their qualifications for a position, without consideration of the applicant's race, color, religion, gender, national origin, age, marital or veteran status, sexual orientation, disability or genetic information. Disabled job applicants and employees are provided with reasonable accommodation upon request. A preference will be given to qualified veterans pursuant to ORS 408.225 to 408.237. To request the veterans preference, please submit Form DD-214 or 215 with your application.

### Application Process

Please email your cover letter and resume to hr@portofcoosbay.com. Or, apply on our website at www.portofcoosbay.com/employment.