Help Wanted – Office Assistant

Port District No. Two of Wahkiakum County, located at Vista Park, is seeking a reliable and versatile Part-Time Office Assistant to join our team. This position involves assisting with any Port-related duties as needed. The position is part-time, schedule will require weekends and holidays. Competitive hourly wage, based on experience. Key responsibilities will be assisting guests upon arrival and departure and making reservations. Applicants must provide exceptional customer service in person and on the phone, willingness to step in wherever needed, cleaning restrooms may be asked of applicant. Ability to work independently and as part of a team, work in various weather conditions. A background check and three professional references are required. Interested applicants should submit a resume and references by mail to Port District No. 2 of Wahkiakum County, PO Box 220 Skamokawa WA 98647, by email to terina@wahport2.org or dropped off at 5 Vista Park Rd Skamokawa WA. Questions can be directed to Terina Davis at 360-795-8605 or via the email address. This is an excellent opportunity to work in a beautiful setting, interact with a variety of visitors, and contribute to the upkeep of a vital community resource. Port District No. Two of Wahkiakum County is an Equal Opportunity Employer.