

REGAL SERVICE COMPANY

A CONFLUENCE CORPORATION SUBSIDIARY

ADMINISTRATIVE ASSISTANT

The Administrative Assistant supports daily operations within a fast-paced ship repair environment. This role provides administrative, scheduling, compliance, and documentation support to project managers, supervisors, and shipyard leadership. The ideal candidate is detail-oriented, safety-minded, and comfortable working in an industrial/maritime setting.

Responsibilities

- Manage calendars, schedule meetings, and coordinate appointments for staff to include travel if applicable.
- Prepare, edit, and maintain purchase orders, creating and closing jobs and other project-related paperwork
- Update and maintain information in QuickBooks and other necessary systems and spreadsheets.
- Handle incoming calls, emails, and vendor/customer communication
- Maintain filing systems (physical and digital), ensuring accuracy and compliance with company and regulatory standards
- Help track materials, tools, equipment needs and order status
- Communicate with customers, vendors, and subcontractors regarding scheduling, documentation, and job updates
- Ensure confidentiality of sensitive repair and vessel information, personnel records, sensitive contractual and financial information
- Maintain contract records, databases, and documentation with a high level of accuracy
- Serve as a point of contact for vendor contract-related questions and clarifications
- Support audits, compliance reviews, and documentation requests
- Assist with invoice verification, payment terms, and financial tracking within Company and government (ie., WAWF, PIEE, etc) systems
- Generate regular billing and company status reports for management and government personnel.
- Perform other duties as assigned

Qualifications

- High school diploma required; associate degree or equivalent experience preferred
- 2+ years of administrative support experience; experience in ship repair, maritime, construction, or industrial environment strongly preferred
- Proficiency in Microsoft Office (Excel, Outlook, Word, PowerPoint)
- Familiarity with QuickBooks, WAWF, and PIEE a plus
- Strong written and verbal communication skills
- Excellent organization, time-management, and multitasking abilities
- Ability to work in a dynamic environment with changing priorities

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- Preferred experience in construction industry related to ship and commercial repair, installation, and/or related services
- Excellent communication and analytical skills.
- Ability to manage multiple priorities and work cross-functionally.
- Demonstrated ability to understand business and management principles
- Demonstrated ability to protect and maintain confidential information
- Successful candidates will be able to work in an environment that utilizes excellent time and stress management skills.
- Be a proactive team player who thrives in a fast-paced environment and works well with diverse teams to achieve shared goals and objectives.

Compensation & Benefits

- Competitive wages
- Competitive employee benefit package