



***The Ogdensburg Bridge and Port Authority is hiring
Administrative Assistant***

The Ogdensburg Bridge & Port Authority is looking for an outgoing, detail oriented multi-tasker for the position of Administrative Assistant. Candidates should be able to assist management and visitors by handling administrative and clerical needs; providing polite & professional assistance via phone or email; and assisting in daily office needs of the organization.

Responsibilities include: answering & directing phone calls; opening & distributing mail; ordering supplies and researching new deals & suppliers; updating (as necessary) and maintaining filing system on computer; providing general support to visitors; creating truck permits for truckers crossing the border; and assisting with tracking of tenant maintenance needs.

Requirements: 3-5 years prior administrative experience, excellent time management skills and ability to prioritize work; working knowledge of office equipment; proficiency in MS Office; attention to detail; excellent written & verbal communication skills; high school degree or equivalent; additional qualifications as an Administrative Assistant a plus.

This is a part-time position (ideally from 9:00am – 2:00 pm) Monday through Friday. Rate of pay: \$24.00 per hour.

Submit cover letter, and resume to pnisco@ogdensport.com; at the Authority office; or by mail at 1 Bridge Plaza Ogdensburg, NY 13669. All applications must be received by the Authority by 3:00 PM on Tuesday April 08, 2025. *The OBPA is an Equal Opportunity Employer*