



CAREER OPPORTUNITY

JOB TITLE: Senior Administrative Coordinator
LOCATION: Seattle
REPORTS TO: Dual reporting to the Chairman and President
POSTED: April 1, 2016

POSITION SUMMARY

This position serves as a senior coordinator for the Saltchuk corporate home office for the following specific areas of responsibility: Board of Directors, shareholder relations, oversight of the management of the company yacht, special cross-company events, and general support and special project work for the Chairman and the President.

SALTCHUK OVERVIEW

Saltchuk is a family-owned, diversified transportation and distribution company headquartered in Seattle. With consolidated revenue of nearly \$3 billion and approximately 7,500 employees, Saltchuk is ranked among the largest privately held businesses in Washington. Saltchuk companies provide air cargo, domestic shipping and logistics, international shipping and logistics, marine services, petroleum distribution and trucking services throughout North America. We believe in—and champion—the inherent value of our companies' individual brands. The Corporate office provides leadership and resources to our companies, but not direct management of their operations. We do, however, provide integrated leadership in finance, risk management, human resources and internal audit. A primary function of the Corporate Home is to deploy capital and manage debt. Although the company has grown considerably since its' founding in 1982, the Corporate Home employs about 50 people and has retained the collegial and entrepreneurial culture of a much smaller organization. Saltchuk is a values-driven organization, committed to safety and taking care of its employees, communities and the environment.

JOB RESPONSIBILITIES

Board of Director Support

- Serves as the primary point of contact for board member support.
- Schedules board meetings and handles all logistics including travel, meeting space, catering, accommodations, meeting materials, and related communication.
- Supports committee meeting scheduling and logistics as needed.
- Travel to off-site board meetings.
- Solicits, assembles and distributes quarterly Board Book, which will likely evolve to an electronic option.
- Oversees board resolution process and obtains needed signatures on official documents.
- Coordinates the board immersion process including travel, schedule and related activities.
- Processes reimbursement of all board expenses related to Saltchuk activities.
- Ensures timely distributions of board payments and annual deferred compensation plan statements.

Shareholder Relations

- Organizes various shareholder meetings and events, including travel and other logistical details for attendees.
- Plans, schedules and distributes agenda and materials for quarterly and annual shareholder meetings.



Thea Foss Management

- Oversees all operations for the company yacht - the Thea Foss - including direct supervision of the Captain.
- Serves as the primary point of contact for use of the Thea. Manages the calendar, including scheduling and related activities, maximizing beneficial use for the Company.

Administrative Support

- Provides proactive, high level administrative support to Chairman and President.
- Anticipates needs to ensure appropriate inclusion, communication, preparation and support.
- Assists with organizing events and meetings as needed, including meeting logistics and preparing and distributing meeting materials.
- Arranges travel as needed, including detailed itineraries and schedule coordination.
- Coordinates travel arrangements with Saltchuk aviation team for in-house flights.
- Fields requests for meetings with Chairman and President and coordinates calendars.
- Completes monthly expense reports and credit card reconciliation.
- Engages to ensure appropriate company, shareholder, and board representation at various company events.
- Teams with and supports other administrative professionals as needed.
- Assists with special projects and other assignments as needed.

QUALIFICATIONS

Job Requirements

- 5 years progressively complex administrative experience, preferably supporting multiple executives
- Ability to act as an ambassador to a variety of constituencies, reinforcing the Company's values
- Experience interacting with board of directors and shareholders preferred
- Excellent interpersonal, written, verbal communication skills required
- Outstanding customer service skills
- Previous experience working in a team oriented, collaborative work environment
- Demonstrated initiative and independent judgment
- Advanced proficiency in MS Office
- Experience in coordinating complex travel arrangements
- Event planning experience preferred
- BA degree or related experience required

Qualified applicants should respond by sending their resume and cover letter to:

Colleen Rosas, SVP, Human Resources, Saltchuk

Careers@saltchuk.com | 1111 Fairview Ave North | Seattle, WA 98109

Saltchuk is a family of diversified transportation and distribution companies with a vision to serve our customers by being the best in North America. We value safety, reliability, and commitment to our organization – in a work environment where anyone would be proud for their children to work. Please see www.saltchuk.com

Equal Opportunity Employer

