

Marcon International, Inc., a commercial marine vessel broker located in Coupeville's historic waterfront district, is seeking a full-time experienced **DATA ENTRY CLERK**. Serving clients worldwide since 1981, Marcon International is a small company with 10 employees. This position supports the sales and management teams, as well as works closely with other support staff.

Primary duties include:

- Creating and maintaining vessel and barge database records using Microsoft Access
- Researching vessels and barges using various tools, including the internet and online databases
- Maintaining electronic filing system, including scanning and filing documents.
- Updating website using Dreamweaver and custom website software
- Editing photos using Photoshop and other image software

General office support includes answering phones and providing back-up support to other staff. Due to small size of office, all employees assist with light office cleaning, preparing coffee and other basic chores as needed.

The ideal candidate will display strong attention to detail, the ability to work independently as well as in a team and initiative in learning new tasks and processes.

Job requirements:

- High school diploma or GED
- 1 year experience in data entry / general office duties
- Proficient in drafting basic business correspondence
- Proficient computer skills in Microsoft Access, Word and Excel
- Must have demonstrated ability to learn customized software
- Ability to operate basic office equipment: copier, printers, scanner, fax machine
- Must be able to lift up to 20lbs
- Must be able to climb stairs as office is on second floor of building without an elevator (ADA exemption)

Preferred qualifications:

- Photo and/or other image editing experience - personal or professional
- Website content management experience- personal or professional
- Basic familiarity with HTML coding
- Basic familiarity with maritime industry and geography
- Experience working in a small business or unit

To apply, submit cover letter & resume* to accounting-hr@marcon.com (preferred method) or by mail to:

Manager
Marcon International Inc
PO Box 1170
Coupeville WA 98239-1170

Starting wage \$2,210/month. Other benefits include: paid holidays (including your birthday), three weeks paid leave annually and pension plan after 2nd year of employment.

***Applications without cover letters will not be considered for the position.**