

TBI Airport Management, Inc.

Job Description

Executive Administrative Assistant

Reporting to: Airport Manager

Location: Middle Georgia Regional Airport/Macon Downtown Airport

General Responsibilities:

Primarily responsible for all administrative functions and services for the Middle Georgia Regional Airport and Macon Downtown Airport.

Major Responsibilities and Functions:

- Devising and maintaining office systems.
- Booking and managing meetings and conference facilities.
- Attending meetings, taking minutes, and keeping notes upon request.
- Liaising between departments and with external contacts.
- Ordering and maintaining stationery and office materials.
- Sorting and distributing incoming post and organizing and sending outgoing post.
- Organizing and storing paperwork, documents, and computer-based information.
- Photocopying and printing various documents, sometimes on behalf of other colleagues.
- Managing and maintaining budgets, as well as invoicing.
- Performs filing, including sorting, arranging of material into files according to prescribed system.
- Answer all incoming phone calls and direct as needed
- Welcome all guests
- Maintain calendar for airport events and meetings
- Set up conference calls, upon request
- Provide assistance to management, as requested
- Assist in airport emergency operations, as requested/needed

Qualifications:

- High School Diploma required
- Minimum two year degree; four year degree preferred.
 - Experience may be supplemented in place of education.
- Basic computer knowledge including Microsoft Office Suite
- Type 35+ words per minute
- Skill in public contact
- Verbal skills

- Basic familiarity with Internet
- Quickbooks experience a plus

Working Conditions:

Physical Effort

While performing the duties of the position, the employee is regularly required to sit, stand and walk for extended periods of time throughout the course of daily activities. The employee is occasionally required to climb, lift, balance, stoop, kneel, or crouch. The employee is required to work on a computer, in addition to doing paper work.

Mental Effort

Position involves encounters with members at every level of the airport organization, airline employees, vendors, subcontractors and members of the public; and requires a sense of responsibility to provide a high level of customer service and accurate information. The position involves stress associated with responding to/solving problems. Operations are dynamic and situations may require immediate attention. This position has high exposure to the public and requires a professional approach and demeanour under all conditions. It also requires a genuine willingness to assist persons with a wide range of requests and needs, including individuals with disabilities.

Reporting Staff:

None

Normal Working Hours:

As scheduled