



Date: September 3, 2019

Position Open: Administrative Assistant

This position is located at the Grand Forks International Airport with the Grand Forks Regional Airport Authority.

Essential Job Functions are as follows, but not all inclusive: Greets visitors; answers/routes calls; coordinates complex calendars, meetings and travel schedules; provides support to Airport Authority Board; general office duties; plans and coordinates special events taking place on behalf of the Authority; researches, gathers and assembles info for special projects; assists with security badging and fingerprinting; promote and manage digital advertising within the terminal; Accounts Payable (invoice processing); bank reconciliations; ability to work in fast paced environment and other duties as assigned.

Minimum Qualifications: solid verbal and written communication skills; maintains confidentiality in relationships with Management Team; strong organizational and interpersonal skills; demonstrated problem-solving and decision-making abilities; ability to achieve high performance goals and meet deadlines; proficient in MS-Office (Word, Excel, outlook and PowerPoint) and QuickBooks software; Accounts Payable experience.

Education/ Experience: Associate Degree or comparable vocational technical program in business management or closely related field; Five years of experience in administrative support and/or accounts payable environment.

Employment with the Airport Authority is contingent upon an education/experience background investigation, a drug-screen, a fingerprint-based criminal history record check processed by the FBI, and the ability to be granted a security identification badge as mandated by the Transportation Security Administration.

Hours: Successful candidate would work Monday-Friday, 8:00am-4:30pm but may be required to work outside of these hours.

Wage: Starting hourly wage ranges from: \$17.95 - \$18.65 DOE plus benefits and overtime.

How to apply: Submit cover letter and resume to Director of Finance and Administration, 2301 Airport Drive, Grand Forks, ND 58203; taasand@gfkairport.com.

For a full job description, visit our website: <https://gfkairport.com/business/#careers>

Deadline: Friday, September 20, 2019



Grand Forks International Airport

TITLE:	Administrative Assistant	JOB CODE:	2001
PREPARED:	11/14	FLSA:	Non-Exempt
UPDATED:	08/2019	REVISION #:	1

Summary: Provides broad administrative support to the Executive Director, Management Team, and the Airport Authority Board. Under general supervision, performs a wide range of bookkeeping and basic accounting activities, including but not limited to accounts payable.

Distinguishing Characteristics: None.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks:*

- Greets visitors and phone callers; provides information or resolves issues or complaints if possible; refers visitors or callers to appropriate staff person
- Sorts and distributes incoming mail both hard copy and electronic
- Coordinates complex calendars, meetings, and complex and flexible travel schedules for the Executive Director, Authority Board and Senior Management Team Members
- Provides staff support to the Airport Board Authority; schedules meetings; listens, interprets, takes and transcribes meeting minutes; conducts mailings; distributes information to Board members
- Adheres to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format
- Possess good listening skills; can receive a list of instructions and can follow them without much follow-up; can ensure the information is recorded and/or relayed accurately
- Performs general office duties, including copying, scanning, filing, drafting reports for senior staff, ordering office supplies, arranging for repair of office equipment, and maintaining the office filing system
- Inputs information quickly and accurately from a variety of sources into computer spreadsheets
- Assists in maintaining the Airport Authority website
- Plans, coordinates and executes special events taking place at the airport or on the behalf of the Airport Authority
- Gathers and assembles information and materials; researches, compiles and evaluates information for special projects; extracts and summarizes information from files, records and other sources; prepares reports, graphs, displays and other exhibits in MS PowerPoint or equivalent
- Assists Airport Operations/ARFF with security badging and fingerprinting when needed
- Provides support to the Marketing Committee and coordinates sales of advertising in the Terminal building
- Invoice Processing (Accounts Payable): enters invoices, routes for approval, makes payments via online, check or credit card; balances statements to actual invoices;
- Performs bank reconciliation for credit card sales accounts and petty cash fund
- Performs other related duties as assigned

JOB DESCRIPTION

Executive Office Assistant

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Solid communications skills, both written and verbal, and proficient at proofreading
- Maintains discretion and confidentiality in relationships with Executive Director, Management Team and Authority Board
- Skilled in maintaining records-both hard copy and electronic
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members and external partners
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Emotional maturity
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high performance goals, problem solve, and meet deadlines in a fast-paced environment
- Forward looking thinker, who actively seeks opportunities and proposes solutions
- Proficient in MS-Office including Word, Excel, Outlook, and PowerPoint; and other software applications such as Adobe Acrobat, QuickBooks, and Stampli.

Education, Experience, Certifications and Licenses:

- Associate Degree or comparable vocational technical program in business management, office management or a closely related field.
- Five years of experience in executive-level administrative support environment

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling, and lifting up to 50 pounds.

Equipment and Tools Utilized:

- Special Equipment includes computers, copier/scanners, and other conventional office equipment

Reports:

- The Administrative Assistant reports to the Executive Director