

Administrative Assistant

Grand Forks Regional Airport Authority

Location: Grand Forks International Airport, 2301 Airport Drive, Grand Forks, ND 58203

Schedule: Monday – Friday, 8:00am – 4:00pm

Starting Wage: \$24.79 - \$ 25.54 depending on experience plus a comprehensive benefit package

Application Deadline: September 18, 2026

The Grand Forks Regional Airport Authority is seeking a professional, organized, and detail-oriented individual to provide administrative support to the Executive Director, Management Team, and Airport Authority Board of Directors.

Responsibilities include:

- Provide administrative and scheduling support to airport leadership and the Airport Authority Board.
- Coordinate meetings, calendars, travel, correspondence, and Board meeting materials.
- Take and prepare meeting minutes and maintain Board records.
- Perform accounts payable, invoice processing, bookkeeping, and bank reconciliations.
- Greet visitors, answer phones, and provide excellent customer service.

Qualifications:

- Associate degree or comparable vocational/technical education in business, accounting, or a related field.
- Five years of administrative support and/or accounts payable experience.
- Excellent written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Ability to maintain confidentiality and handle multiple priorities.

Please see the full job description on our website at www.gfkairport.com/business/#careers

How to Apply:

Submit a cover letter and resume to:

Director of Finance and Administration

Grand Forks Regional Airport Authority

2301 Airport Drive

Grand Forks, ND 58203

Email: kgravseth@gfkairport.com

Employment is contingent upon successful completion of required background, drug screening, fingerprint-based criminal history, and TSA security badge requirements.

Grand Forks Regional Airport Authority is an Equal Opportunity Employer.