

Job Title:	Administrative Assistant		
Reports to:	Director Finance & Administration	Department:	Administration
FLSA Status:	Non-Exempt	Position Classification:	Full-time
Supervises:	None	Date of Last Revision:	

JOB SUMMARY:

Administrative (50%): Responsible for performing clerical and administrative work

Office duties (45%): Responsible as office receptionist & mail responsibilities.

Authority’s Secretary (5%): Serves as the official Secretary of the Authority

ESSENTIAL TASKS, DUTIES & RESPONSIBILITIES:

1. Often serves as the Airport’s first point of contact, therefore must exude a friendly and professional attitude at all times. Customer service is the primary function of this position.
2. Answers multiple phone lines in a courteous and timely manner. Receives and provides visitors with information or directs them to appropriate persons.
3. Provides general information and assistance to airport tenants and employees.
4. Schedules use of airport conference rooms in accordance with established policies.
5. Handles a variety of responsible administrative assignments including typing various correspondence, reports, manuals and other related materials utilizing various available software.
6. Responsible for all historical and current filing systems including electronic filing. Modifies as necessary.
7. Maintains and ensures accurate recording of statistical information from airlines and rental cars and distributes information to appropriate tenants.
8. Provides administrative support to the staff as needed to facilitate the smooth flow of departmental operations.
9. Maintains office telephone system. Checks incoming voice mail and returns calls in a timely manner.
10. Responsible for daily incoming and outgoing mail in a timely and coordinating dissemination of mail/packages to tenants.
11. Responsible for the office supply inventory.
12. Maintains all office equipment.
13. Prepares and monitors various expense accounts.
14. Serves as backup support for auditing of the daily cashier reports.
15. Processes parking card applications and issues appropriate materials. Performs bi-annual parking card audits.
16. Assists Director of Finance with end-of-year audit.
17. Log all cash receipts and verify deposit of funds.
18. Log all credit card transactions and coordinate dissemination of information to accounting/vendor, etc.

19. Verify and mail checks.
20. Process PFC checks and send out quarterly PFC reports.
21. Transmits deposits and requests change when needed. Takes additional deposits when dollar value dictates need.
22. Serves as the official Secretary of the Authority. Responsible for attending meetings and recording and reporting corresponding minutes.
23. Serves as the notary for the Authority.
24. Provides assistance with public events.
25. Assists the general public and tenants, providing information as reasonably requested.
26. Promotes Authority's vision for excellent customer service. Respects and upholds CHO Vision & Values. Adheres to the Authority's policies, procedures and guidelines.

Physical Demands:

1. Sitting for long periods of time during normal work day.
2. Keys data, uses telephone and other communication systems.
3. Bending and stooping, lifting office file boxes (10-20 lbs.)
4. Climbing up and down stairs.

Work Environment/Conditions:

The Incumbent routinely completes work assignments in an office environment with no direct hazards.

Job Qualifications:

1. Must successfully complete all required Fingerprint-based Criminal History Records Checks and employment background checks. Must be able to pass a pre-employment physical and drug test.
2. High school graduate or GED certificate and minimum three years of experience providing administrative support. Experience / education in business administration, secretarial or related field preferred.
3. Intermediate proficiency in spreadsheet, word processing, and presentation software.
4. Ability to use discretion and judgment in the possession of confidential information.
5. Accuracy, attention to detail, and excellent analytical and interpersonal skills.
6. Ability to manage a high volume of diverse activities and projects.
7. Ability to use discretion and judgment in the possession of confidential information.
8. Excellent written and oral communication skills.
9. Ability to understand and follow and give oral and written instructions.
10. Ability to maintain cooperative relationship with public employees and airport tenants.
11. Must possess valid Virginia driver's license with driving record insurable by Authority's automobile liability carrier.

Authority: Make purchases on behalf of the organization in accordance with budget authorization and the requirements of the Authority's approved procurement procedures.