

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
POSITION DESCRIPTION**

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|---|---------------------------------------|
| POSITION TITLE: Administrative Coordinator I | DATE: 12/01/2013 |
| DEPARTMENT/TITLE OF SUPERVISOR: Administration / Director of Administration | GRADE/LEVEL: 3 (Non-Exempt) |

Position Summary (Primary Function)

Responsible for administrative support of Administration Department, and on a needed basis, provides assistance to Authority employees and visitors. Has the ability to understand and assist in administering policies and procedures; ability to research, compile, and evaluate data; and ability to communicate effectively orally and in writing. Performs other duties as assigned by the Director of Administration.

Responsibilities (Essential Functions)

- Maintains administration and confidential employee files, including filing correspondence and establishing new files as needed.
- Input, distribute and maintain attendance records.
- Assists Director of Administration in carrying out various human resources programs and procedures for all Authority employees.
- Assists with the Recruitment process including placing advertisements, scheduling interviews and completing reference checks.
- Ensure legally required HR/employment law signage is current and posted.
- Maintain employee information, such as, addresses, birthdates, etc.
- Maintains high standards of confidentiality.
- Assists or prepares correspondence, forms, records and reports necessary for Administration and Human Resources functions.
- Greet telephone callers and visitors, answer questions as appropriate and/or direct them to appropriate party.
- Create and prepare reports, spreadsheets, and forms as assigned.
- Receive, open, and distribute incoming mail to appropriate department.
- Monitors inventory levels and order office supplies.
- Monitors coffee supply and order supplies.
- Maintains calendar for Conference Room reservations.
- Assists in preparing purchase orders and bid quotations.
- Responsible for any other duties as may be assigned by the Director of Administration.

Education Requirements (Evaluation Factors: Skills, Education, Experience, Ability)

- High school diploma or GED required. Associate's degree in business or related field of study preferred.

Experience Requirements

- Prior knowledge of principles and practices of human resources is preferred.
- At least two years administrative support experience.
- Excellent verbal and written communication skills.



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Skills and Abilities

- Proficiency in the use of computer software including skills in Microsoft Word, Excel, PowerPoint, Internet and Outlook Email.
- Must be detail oriented and have the ability to type with accuracy, gather and compile information.
- Ability to multi-task, exercise independent initiative work with little or no supervision and to work as a team player.

Supervisory Responsibility

- None

Licenses Required

- Valid North Carolina driver's license.

Certification Required

- None

Latitude/Independent Judgment/Accuracy

- The Director of Administration establishes workflow for the position. This position requires skills in prioritization, organization, discretionary judgment, verbal and written communications and interpersonal relations and the ability manage multiple projects simultaneously.
- Diligence must be exercised when handling confidential information.
- Reasonable care for equipment/process will prevent damage.
- Responsible for own work, but must coordinate work with others.

Working Conditions

- This is a part-time position and work hours will normally consist of 4 hours per day, Monday through Friday. However, the hours can change at any time to meet the needs of the Authority.
- Physical Demand – Little physical effort required. Some lifting, carrying, walking, standing, pushing, pulling, stooping, and kneeling requirements necessary up to 20% of the time. Sitting required 80% of the time.
- Mental and/or Visual Demand - Mental and visual demands vary with function performed. Consistent mental attention needed to monitor work flow and respond efficiently.

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- Attentiveness to work procedure will reduce potential risk of minor injury in certain work areas.
- Exposed to normal office environment and limited normal industrial environment.
- Exposed to weather elements on occasion.
- This is a non-exempt position.

APPROVAL SIGNATURES:

Director of Administration

Date: _____

Executive Director

Date: _____