

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
POSITION DESCRIPTION**

POSITION TITLE: Administrative/Human Resources Assistant	DATE: 08/01/2021
DEPARTMENT/TITLE OF SUPERVISOR: Administration / Director of Administration and Human Resources	GRADE/LEVEL: 3 (Non-Exempt)

Position Summary (Primary Function)

Responsible for administrative support of Administration Department and provides assistance to Authority employees and visitors. Has the ability to understand policies and procedures; ability to research, compile, and evaluate data; and ability to communicate effectively orally and in writing. Must have the ability to maintain high standards of confidentiality. Performs other duties as assigned by the Director of Administration and Human Resources.

Responsibilities (Essential Functions)

- Files correspondence and establishing new files as needed for confidential employee and administrative files.
- Assists Director of Administration and Human Resources in carrying out various human resources programs and procedures for all Authority employees.
- Assists with the Recruitment process including placing advertisements, scheduling interviews, and preparing interview packets.
- Ensure legally required HR/employment law signage is current and posted.
- 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 departments.
- Monitors inventory and orders office and coffee 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 and Human Resources.

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

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



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Skills and Abilities

- Proficient in the use of computer software including skills in Microsoft Word, Excel, PowerPoint, Internet, and Outlook.
- Must be detail oriented and have the ability to type with accuracy and gather and compile information.
- Ability to multi-task, exercise independent initiative.
- Must have the ability 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 and Human Resources 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.
- Discretion 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 full-time position that works Monday through Friday from 8:30am until 5:00pm.
- 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 workflow 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.