

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
POSITION DESCRIPTION**

POSITION TITLE: Administrative Assistant	DATE: 08/14/2023
DEPARTMENT/TITLE OF SUPERVISOR: Maintenance/Maintenance Manager	GRADE/LEVEL: 15 (Non-Exempt)

Position Summary (Primary Function)

Facilitates the efficient operation of the Maintenance department by performing a variety of clerical and administrative tasks. This position must operate with a considerable degree of organization, independent judgment, confidentiality, and initiative. This position serves as a positive advocate for the department and contributes to departmental goals by accomplishing related duties as required.

Responsibilities (Essential Functions)

- Answers and transfers phone calls, screening when necessary.
- Welcomes and directs visitors and clients.
- Maintains filing systems as assigned.
- Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
- Responds to and resolves administrative inquiries and questions.
- Maintains work order system for daily task as assigned.
- Assists with gathering quotes from vendors, coding invoices and preparing purchasing card statements.
- Coordinates and schedules travel, meetings, and appointments for managers or supervisors.
- Prepares agendas and schedules for meetings.
- Records and distributes minutes or other records for meetings.
- Maintains office supplies and basic shop supplies.
- Coordinates maintenance of equipment with staff or vendors
- Responsible for any other duties as may be assigned by supervisory and management staff.

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.
- Administrative experience working at a trade shop (electric, HVAC, carpentry, heavy equipment repair, etc.) preferred.



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Skills and Abilities

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Proficient in Microsoft Office Suite or related software.
- Excellent organizational skills and attention to detail.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.
- Ability to work independently.

Supervisory Responsibility

- None

Licenses Required

- Valid driver’s license.

Certification Required

- None

Latitude/Independent Judgment/Accuracy

- The Maintenance Manager and/or Maintenance Supervisor 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.
- May be required to lift up to 15 pounds.
- Mental and/or Visual Demand - Mental and visual demands vary with function performed. Consistent mental attention needed to monitor workflow and respond efficiently.
- Attentiveness to work procedure will reduce potential risk of minor injury in certain work areas.
- Exposed to normal office environment and normal industrial environment.
- Exposed to weather elements on occasion.

