

**GREATER ASHEVILLE REGIONAL AIRPORT AUTHORITY
POSITION DESCRIPTION**

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| POSITION TITLE: Administrative/Human Resources Assistant | DATE: 09/18/2023 |
| DEPARTMENT/TITLE OF SUPERVISOR: Vice President of Administration and Human Resources | GRADE/LEVEL: 15 (Non-Exempt) |

Position Summary (Primary Function)

Responsible for administrative support of Department of Administration & HR and provides assistance to the Department Vice President, Authority employees, and visitors. Performs administrative tasks and services to support effective and efficient operations of the department. Supports positive and productive relations with staff, tenants and visitors.

Responsibilities (Essential Functions)

- Assists department in implementation and administration of human resources programs and services.
- Assists with the recruitment process including job postings, applicant tracking, scheduling interviews, and preparing interview packets.
- Assists with employee appreciation and incentive programs.
- Maintains employee HR files, other records, reports, and logs.
- Assists with all aspects of employee events (flu clinic, holiday luncheons, retirement celebrations, etc.)
- Assists with keeping policy manuals, directives, and departmental intranet updated.
- Receives, opens, and distributes mail to appropriate departments.
- Answers and transfers phone calls, screening when necessary.
- Welcomes and directs visitors and clients.
- Monitors inventory and orders office and coffee supplies.
- Coordinates and schedules meetings, appointments, and travel.
- Create and prepare reports, spreadsheets, and forms as assigned.
- Ensures legally required HR/employment law signage is current and posted.
- Provides administrative support to the department Vice President.
- Maintains high standards of confidentiality.
- Performs other related duties as assigned.

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

- An Associate's degree, preferably in human resources or business and/or equivalent combination of education and experience.

Experience Requirements

- At least two years administrative support experience.
- Prior knowledge of principles and practices of human resources is preferred.



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Skills and Abilities

- Excellent verbal and written communication skills.
- Ability to respond to customers in an efficient and expedient manner.
- Highly proficient in MS Office Suite.
- Excellent organizational skills and attention to detail.
- Ability to multi-task, exercise independent initiative.
- Ability to maintain confidential information.
- Ability to deal effectively with a variety of personalities and situations requiring judgment and poise.
- Ability to work independently 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 Vice President 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.
- 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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- The abilities to view a computer terminal, communicate electronically, answer a telephone, read, prepare and analyze data and figures constantly, as well as to communicate verbally are required.
- Interaction with employees, tenants, and visitors may be constant and interruptive.
- 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.