



Position: Administrative Assistant

Department: Administration

Reports to: Executive Director

Airport: Gary/Chicago International Airport (GYY)

SUMMARY

The Administrative Assistant performs clerical tasks, data entry tasks and supports the administrative team and executive board of commissioners.

KEY RESPONSIBILITIES

The Administrative Assistant essential duties will include the following activities:

- Maintain administrative files
- Answer and screen calls in a professional manner, respond to inquiries, greet visitors, take messages, prioritize important calls, contact appropriate persons for message transmission or action.
- Open and sort incoming and inter-company mail or facsimile for distribution. Collect and prepare outgoing letters, packages, etc. for mailing. Coordinate the pick-up and delivery of express mail services (FedEx, UPS, etc.).
- Assist the finance team with AR/AP receipting; accounts receivable entries and generating purchase orders.
- Responsible for A/P, A/R for Griffith Airport (U-Lock, T-Hangars)
- Responsible for timely drafting of leases for Griffith Airport
- Assist in the ordering, receiving, stocking, and distribution of office supplies. This often involves working with vendors, negotiating, placing/confirming orders, and follow-up, verification of delivery and preparation and completion of inventory protocol.
- Compose, type, and edit correspondence, reports, memoranda, and other material. This involves planning, arrangement of work, and layout of information. Exercising judgement and demonstrating initiative is critical, e.g. correction of errors in spelling, grammar, punctuation, etc.
- Prepare and distribute monthly Gary/Chicago International Airport Authority (GCIAA) board packets.
- Assist in processing purchase orders at the direction of the Finance Department.
- Track purchase orders & verify with requestor that goods and/or services have been received/completed.

- Submit purchase orders & backup documentation for disbursement processing to the Finance Department.
- Assist with other related clerical duties such as photocopying, faxing, filing, and collating.
- Maintain a calendar of activities, airport meetings, airport management schedules, and various events assigned by department managers and administrators.
- Must be able to act as an Office Manager and be able to help other departments when directed to do so.
- Other related duties and responsibilities as assigned.

PROFESSIONAL EXPERIENCE / QUALIFICATIONS

To perform this job successfully, the selected individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum 10 years of recent office management experience preferred.
- General clerical skills and computer operations.
- Must be eligible to obtain all Airport staff access and security clearances from the Authorities.
- Proficient in NetSuite
- Excellent written & oral communication skills.
- Intermediate to expert experience with Microsoft Office (Word, Excel, Power Point, Outlook)

COMPENSATION

- Competitive compensation and benefits package.

NON-DISCRIMINATION COMMITMENT

GCIA policies focus on eliminating all discrimination based on gender, race, ethnicity, indigenous identity, disability, sexual orientation, and gender identity.

GCIA commitment to gender equality and non-discrimination focuses on issues related to equal opportunities and treatment for all women and men in the employees' recruitment, selection, and promotion, compensation, and development processes.

EDUCATION, CERTIFICATES, LICENSES, REGISTRATIONS

- Two-year college degree in business administration, accounting, or equivalent preferred.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will be regularly required to stand; walk; use hands to finger, hand to feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell. The employee will occasionally be required to sit. The employee must regularly lift and/or move more than 10 pounds. Specific vision abilities required by this job include vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

COGNITIVE DEMANDS

- Ability to multi-task and prioritize
- Attention to detail and focus on quality
- Efficient in time management
- Provide excellent and professional customer service
- Ability to manage and resolve conflict in a productive way
- Calm, tactful, respectful, and diplomatic character
- Ability to work under situations of stress and with limited resources
- Excellent teamwork capabilities