



## **NORFOLK AIRPORT AUTHORITY**

2200 Norview Avenue  
Norfolk, VA 23518

Begin a challenging career with the Norfolk Airport Authority, a political subdivision of the Commonwealth of Virginia. Our mission is to manage the operation, maintenance, development and marketing of Norfolk International Airport to serve the air transportation needs of southeast Virginia and northeast North Carolina.

**Job Title:** ADMINISTRATIVE ASSISTANT  
**Position Number:** FULLTIME  
**Position Number:** 100-06-003  
**Work Schedule:** 8:30 AM – 5:00 PM, MONDAY THROUGH FRIDAY  
**Starting Rate:** \$22.55 PER HOUR  
\$46,909.12 ANNUALLY

### **JOB SUMMARY:**

Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business detail by performing its essential functions.

### **ESSENTIAL FUNCTIONS:**

This job description lists only the primary job duties normally assigned to this position, but do not restrict the performance of other duties assigned by the supervisor.

1. Logs, files and maintains all issued/canceled NOTAMs.
2. Relieves receptionist during absences and breaks.
3. Substitutes for the Executive Administrative Assistant during absences.
4. Under direction, answers questions of public in areas where interpretation of policies and procedures are necessary.
5. Coordinates with other administrative staff to provide assistance as required.
6. Assists in Reading and routing incoming mail. Locates and attaches appropriate file to correspondence to be answered by employer.
7. Composes and types routine correspondence.
8. Organizes and maintains file system, and files correspondence and other records.
9. Assists in answering and screening directors' telephone calls during their absences.
10. Assists in greeting scheduled visitors and directs them to appropriate area or person.
11. Arranges and coordinates travel schedules and reservations for directors when requested.
12. Conducts research, and compiles and types statistical reports when requested.
13. Coordinates and arranges tenant meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings.
14. Assists in preparing outgoing mail and correspondence, including e-mail and faxes.
15. Completes check vouchers and requisitions as requested.
16. Assists in coordinating SIDA and signatory training.
17. Maintains all tenant/contractor vehicle insurance certificates.
18. Assists in compiling security reports.
19. Assists with titling and registering Authority vehicles.
20. Maintains the Airport Certification Manual.
21. Assists in ordering and maintaining supplies, and arranging for equipment maintenance.
22. Adheres to all Authority personnel policies and departmental guidelines.



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23. Performs other duties as assigned and directed.
24. Validates parking tickets as authorized by policy.

### **SKILLS AND QUALIFICATIONS:**

1. Ability to write reports, business correspondence, and procedure manuals.
2. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
3. Ability to create and maintain databases
4. Ability to effectively manage projects
5. Intermediate skills in all aspects of Microsoft Office.
6. Bachelor's degree; or one to two years related experience and/or training; or equivalent combination of education and experience.

**HOW TO APPLY:** Interested applicants must submit a Norfolk Airport Authority application form to:

**Norfolk Airport Authority  
Human Resources Department  
2200 Norview Avenue  
Norfolk, VA 23518**

Application forms are available in the Human Resources office or on our website  
[www.norfolkairport.com/employment](http://www.norfolkairport.com/employment)

**CLOSING DATE:** Application forms must be received by 4:00 PM on Friday, May 24, 2019.

**Norfolk Airport Authority is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin disability status or any other characteristic protected by law.**

**EOE/F/M/Vets/Disabled**