

# Administrative Assistant

Metropolitan Airport Authority of Peoria

Peoria, IL

Full Time

## General Description:

The Administrative Assistant position requires detailed secretarial and administrative work in assisting the Director of Airports and Staff. Work requires independent judgment and direction in record keeping, screening visitors, answering and disposing information requests, and in general public relations activities.

## Duties/Responsibilities:

On a daily basis coordinate and assists with all administrative functions of the General Wayne A. Downing Peoria International Airport and Mt. Hawley Airport. Plans meetings and coordinates all functions required for meetings, conferences, and special events. Performs a variety of administrative tasks for the Board of Commissioners, Director of Airports and Staff, including: preparing for meetings, mailing lists, filing (hard copy and electronic), compiling and recording daily passenger statistics. Schedules appointments, answer phones, gives information to callers and walk-ins, composes and types correspondence and reports. Performs other duties as needed assigned by the Director of Airports and the executive team.

## Required Knowledge, Skills and Abilities:

- High School education. Considerable experience in general secretarial and clerical work.
- Ability to write reports, proposals, and correspondence; ability to communicate effectively with employees, general public, on the telephone and two-way radio; ability to use and integrate daily tasks with computers; ability to establish and maintain effective working relationships with other employees and the public; ability to maintain administrative fiscal and general records, and to prepare reports and answer questions from records. Ability to pass TSA Criminal History Records Check.
- Thorough knowledge of Windows, Microsoft Office, and Internet; thorough knowledge of business English, spelling, and vocabulary; thorough knowledge of secretarial practices and procedures; thorough knowledge of modern office practices, procedures and equipment.
- Valid Illinois State drivers' license
- While performing the duties of this job, the employee is regularly required to sit, walk, talk and hear. The employee is occasionally required to stand and reach with hands and arms and lift up to 10 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.
- Successful candidate must be able to pass a pre-employment physical exam, and drug screen

This position starts at \$19.00 per hour, Monday – Friday, 8:00am – 4:30pm, and reports to the Director of Finance and Administration.

**To Apply for this job:** fill out an employment application and email to the Director of Finance and Administration at [sperrone@flypia.com](mailto:sperrone@flypia.com).

MAAP Employment application can be found at [www.flypia.com/contact/employment/](http://www.flypia.com/contact/employment/)