

The Metropolitan Knoxville Airport Authority

JOB ANNOUNCEMENT

The Metropolitan Knoxville Airport Authority, 2055 Alcoa Hwy. Alcoa, TN 37701

Job # 20120013

02262012

Airport Executive Department

Administrative Associate/Receptionist

Salary Range: \$23,871 – 34,761 DOE

Applicants must submit ALL of the following in order to be considered:

Official Metropolitan Knoxville Airport Authority Application or resume (Applicants submitting resumes must submit a completed signed copy of the Metropolitan Knoxville Airport Authority application prior to being interviewed.)

Applications Deadline: Friday, March 2, 2011. Applications must be received by the 3rd Floor Administrative Offices by 4:00 pm on the stated deadline or postmarked by the deadline date to be considered. Applications may be obtained in person.

RESPONSIBILITIES

This position is responsible for performing routine and more complex support and administrative work functions. Incumbent performs a variety of administrative and other office activities as directed by the Senior Executive Assistant. Position coordinates incoming and internal telephone service requests and maintains the Airport Authority's internal airport telephone directory. Position is responsible for daily opening and closing of Administrative offices (8am to 4:30 pm Monday-Friday). Position also requires coordinating a variety of administrative activities in support of the Executive, Administrative, Finance, Marketing, Public Relations, Operations and Engineering Departments. These support activities may be of a confidential nature.

MINIMUM REQUIREMENTS

High school graduate or equivalent GED plus three to four years work experience. Experience dealing with the public. Demonstrated ability to use computers, fax machines, copiers, mailing systems and other office equipment. Provide work leadership for less senior staff. Strong written and verbal communication skills.

SELECTION PROCESS

Applications (and additional documents, if applicable) will be reviewed to identify applicants whose qualifications most closely meet the needs of the Metropolitan Knoxville Airport Authority. Employment process includes a background check and physical, which includes drug testing.

A detailed job description is available for review upon request by
The Metropolitan Knoxville Airport Authority or at flyknoxville.com/employment
**The Metropolitan Knoxville Airport Authority is an Equal Employment
Opportunity Employer**

No Phone Calls Please