



Staff Assistant

Position Summary:

As a junior level position, a Staff Assistant provides general office and clerical support to facilitate ADCI's efficient operations in order to exceed the expectations of ADCI's air transportation industry clients. This position welcomes visitors including existing and potential clients, partners, and government officials, creates an overall first impression of ADCI, and maintains various recordkeeping functions. This position supports ADCI's Executive Management as needed.

Tasks

Under the guidance and supervision of the Business Operations Manager and the President, the incumbent performs a wide range of administrative support tasks such as but not limited to:

- Telephone Support
- Visitor Greeting
- Meeting Support
- Records Preparation and Maintenance for Business Operations
- Supply Inventory
- Appointment and Meeting Scheduling

Knowledge, Skills and Abilities:

General Knowledge

- General Office practices and procedures
- Business English, spelling, punctuation, and grammar
- Customer Service Philosophy

Responsibilities and Skills

- Welcome visitors and arrange for their comfort; respond courteously to immediate needs of visitors and callers
- Manage in-coming calls
- Arrange appointments, meetings, and coordinate travel arrangements as requested
- Provide meeting support including note taking/ refreshments/ equipment
- Perform secretarial duties for Executive Management and Senior Engineers
- Assist in production of presentations, exhibits, and proposals as requested
- Prepare and maintain reports, and track compliance with recordkeeping requirements for employee airport badges, employee continuing education requirements, employee leave requests, insurance certifications, and Airport DBE reporting requirements
- Maintain project deadlines and employee leave calendar
- Order and maintain office supply inventory
- Deliver material and/or documents as needed to vendors and/ or clients

- Proficient in Microsoft Office applications including Word, Excel, etc
- Proficient in typing as demonstrated by speed and accuracy
- Proficient in operating general office/business equipment

Staff Assistant

Abilities

- Effective listening, written, and verbal communication skills
- Successfully and professionally interact with others
- Strong organizational skills and ability to multi-task
- Strong customer service attitude
- Willingness and ability to work scheduled and unscheduled hours beyond 40 hours as needed

Physical Requirements

- Light physical activity- requires exertion up to 20 lbs. of force and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects
- Sitting- remains in seated position for extended periods of time

Qualifications

- High School diploma or equivalent
- 2 – 4 years of experience as an administrative assistant
- Demonstrated typing and filing skills

Attributes

- Team player
- Enthusiastic
- Resourceful
- Quick-learner/ Self-starter
- Comfortable working in a fast paced and frequently changing environment with multiple and competing deadlines

Note

This job description is only a summary of the typical functions of the job and not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. In addition, responsibilities, tasks, and duties may differ from those outlined and other duties as assigned may be part of the job.