

**TBI Airport Management, Inc.
Hollywood Burbank Airport**

Job Description

Administrative Assistant

Reports to: Director, Strategic Planning & Business Development

Status: Non-Exempt

General Responsibilities:

Primary responsibility is to provide administrative support to the Business, Property & Strategic Planning Department.

Essential Job Functions:

Typical Tasks

- Provide overall administrative support to the Business, Property & Strategic Planning Department.
- Update and maintain various reports, spreadsheets and databases – tenant contractor directory, security deposits, tenant insurance information, vendors, monthly revenue receipts, etc.
- Maintain master contract file directory and related file folders.
- Monitor and file monthly gross revenue reports from tenants/concessionaires.
- Assist in preparation of billing instructions and coordinate changes with internal staff.
- Maintain calendars, schedules and coordinate meetings.
- Compose and edit correspondence.
- Work directly with and provide administrative support to Executive Management, Directors, Managers and Supervisors when assigned.
- Ensure adequate inventory and ordering of office supplies.
- Keep calendars updated, meetings scheduled, attendees informed and information flowing within the departments and throughout the organization while performing other department requests.
- Attendance at various Airport/Authority, tenant and vendor meetings.
- Take meeting minutes as requested.
- Register staff for conferences and coordinate travel.
- Process department invoices.
- Distribute department mail.
- Prepare expense reports.
- Perform special projects, research projects and any other duties as assigned.

Minimum Qualifications:

Employment Standards

- Minimum 3 years of experience in a fast paced, multi-faceted senior administrative role.

License and Special Requirements:

- Obtain and maintain security clearance as required by role and TSA regulations

Supplemental Information:

Knowledge of:

- Microsoft Office software (Microsoft Word, Excel, Power Point, Access).
- Exceptional verbal and written communication skills.
- Familiarity with contract language/legal documents and insurance.
- Familiarity with a property management database, preferred.

Ability to:

- Perform job functions with minimal supervision/ability to work independently.
- Work cohesively with all levels of management, all departments & co-workers as part of a team.
- Focus attention on details.
- Operate standard office equipment.
- Flexibility in schedule.
- Maintain confidentiality at all times.

To Apply: Please forward your resume to employment@bur.org