

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

**Job Description**

## **Administrative Assistant**

**Reports to:** Sr. Director, Government and Public Affairs; Director, Public Affairs and Communications, and Director, Transportation and Environmental Programs

**Status:** Non-Exempt

**General Description:**

Primary responsibility is to provide administrative support to the senior management team and multiple departments.

**Essential Job Functions:**

Typical Tasks

- Provide overall administrative support to the Department of Government Affairs, Public Affairs & Communications as well as the Department of Transportation & Environmental Programs.
- Answer telephone calls, record accurate messages and handle calls as needed.
- Compose and edit correspondence.
- Work directly with and provide administrative support to Commissioners, Directors, Managers and Supervisors when assigned.
- Ensure adequate inventory and ordering of office supplies.
- Serve as backup for the reception desk.
- Upholds a professional office environment while welcoming guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.
- Maintain calendars updated, meetings scheduled, attendees informed and information flowing within the departments and throughout the organization while performing other department requests.
- Takes minutes at staff meetings and other meetings as required.
- Organizes conference calls, coordinates meetings, including reservation of space, preparing materials and organizing appropriate refreshments.
- Assists with the coordination of complex and detailed travel arrangements and itineraries.
- Distribute department mail.
- Prepare expense reports.
- Assists in event planning for office functions.
- Maintains organization of PR department and its resources, including photo inventory, expenses, invoices, POs, budget, files, and a catalog of historical documents and artifacts.
- Assists with special events, including event logistics, procurement of services and materials.
- Processes expenses, invoices, POs, and maintain Excel spreadsheets for department budget.
- Arranges procurement and delivery of services and materials from multiple vendors in preparation for special events and for department promotional giveaways.
- Organizes and archives relevant historical documents for ease of digital access.
- Flexibility to work evenings and weekends as needed, occasional attendance at evening and/or weekend events required.
- Perform special projects, research projects and any other duties as assigned.

**Minimum Qualifications:**

- Minimum 3 years of experience in an executive administrative role.
- Exceptional administrative and organizational skills, outstanding attention to detail and the ability to get up to speed quickly.
- Excellent written and oral communication skills; ability to prepare correspondence, reports and presentations independently.
- Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

**License and Special Requirements:**

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

**Supplemental Information:**

Knowledge of:

- Strong computer skills, knowledge and proficiency in Microsoft Office tools (Excel, PowerPoint, Word) and e-mail (Outlook).

**Ability to:**

- Work independently with minimal direction and supervision.
- Establish and maintain good working relationships with other TBI employees, airline employees, vendors and subcontractors.
- Exercise accuracy, discretion, good judgment, attention to detail, courtesy, tact and patience.
- Proactively assess the needs of others.
- Think well on his/her feet and to solve problems with ease and enjoyment.
- Manage multiple tasks/assignments simultaneously.

**NOTE:**

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties assigned by their supervisor.

**To Apply:**

Please submit your resume to [employment@bur.org](mailto:employment@bur.org) and note the specific position you're applying for. Thank you.