

TBI Airport Management Inc.
Hollywood Burbank Airport
Job Description

Administrative Specialist

Reports to: Maintenance Manager

Status: Non-Exempt

Description:

The Administrative Specialist is responsible for providing administrative and clerical support to ensure efficient operation of the department. This position has no supervisory responsibilities.

Essential Job Functions

Typical Tasks:

- Provides overall administrative support to the Maintenance department
- Prepares and coordinates all departmental purchasing documentation in accordance with the Airport's policies and procedures
- Responsible for the department's administration of invoices, receivers, packing slips, and check requests
- Acts as liaison with other departments and outside vendors when necessary
- Greets and directs visitors
- Screens incoming calls, takes messages, and routes correspondence
- Assists in the preparation of the department budget
- Orders and maintains office and break room supplies
- Dispatches maintenance personnel when necessary
- Arranges travel arrangements and prepares expense reimbursement requests
- Perform other job-related duties as assigned

Minimum Qualifications

Employment Standards:

- Minimum 3 years of experience in an administrative role
- Possess a valid CA Driver License
- Obtain and maintain security clearance as required by Airport Security Plan and TSA

Supplemental Information

Knowledge of:

- Correct English usage, including spelling, grammar, punctuation, and vocabulary
- Operation of common office equipment and practices, including but not limited to: personal computer, calculator, copier, and scanner

Ability to:

- Work independently with minimal supervision
- Communicate effectively orally and in writing
- Prioritize assignments and strong problem solving skills
- Sensitivity to confidential matters

- Work under pressure and produce accurate, high volume of work within mandated deadlines
- Use tact and discretion in establishing cooperative working relationships with vendors, tenants, members of the public, and Airport employees
- Operate and maintain official and working files
- Operate standard office equipment including computers and related software such as word processing, spreadsheets, presentation programs, and databases, as well as the ability to learn and use specialty software of the department

NOTE:

A review of this description has excluded the marginal functions of the position. All typical tasks and requirements are essential job functions.

Employees will be required to perform other job-related duties assigned by their supervisor.

To Apply: Send your resume to employment@bur.org