

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

**Job Description**

## **Administrative Assistant, Engineering and Planning**

**Reports to:** Director, Engineering and Maintenance

**Status:** Non-exempt

**General Description:**

Perform office clerical services in support of the Airport Engineering Department to maintain professional department operations.

**Essential Job Functions:**

Typical Tasks

- Coordinate project advertising with newspapers and other publications.
- Perform computer associated clerical duties.
- Department document control and maintenance.
- Project document control and maintenance.
- Attend department meeting, prepare agenda and minutes.
- Proof reading letters, staff reports, bid documents, etc.
- Make sure office machines are functioning properly.
- Order supplies for Engineering Department.
- Maintain project status worksheet and project tracking spreadsheets.
- Prepare check request and process invoices.
- Arrange travel for department personnel.
- Tasks are semi-routine and may be of several varieties and requires discretion and independent judgment.
- Requires checking with supervisor when needed.
- Coordinate security badging appointments for Contractor and Department personnel as an Authorized Signer.
- Perform other duties as assigned.

**Minimum Qualifications:**

Employment Standards

- Minimum 3 years of experience in an executive administrative role.

License and Special Requirements:

- Possession of a valid California Driver's license
- Obtain and maintain security clearance as required by role and TSA regulations

**Supplemental Information:**

Knowledge of:

- Microsoft Office Suite (Word, PowerPoint, Excel).
- Exceptional verbal and written communication skills.

Ability to:

- Perform job functions with minimal supervision.

- 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 integrity and discretion necessary to safeguard confidential data handled or obtained as regular part of the job.

**Interested applicants may apply by clicking the link below and completing the online assessments:**

<https://www.ondemandassessment.com/link/index/JB-26LW5867E?source=HB-Website&u=137146>