



## Rhode Island Airport Corporation

### External Job Posting PVN # 2021-09

**Interested applicants should supply a resume and application to [resume@pvdairport.com](mailto:resume@pvdairport.com) by Friday, June 11, 2021.**

**Candidates for this position must pass a practical test and an oral interview with a score of 70% or higher.**

**Job Title:** Administrative Assistant I  
**Department:** Public Safety (ARFF, Police and Security)  
**Reports To:** Senior Vice President, Chief Operations Officer  
**Pay Grade:** 314 (\$37,458 annually)  
**Union:** AFSCME  
**Shift:** Monday – Friday, 8:30 a.m. – 4:00 p.m.

**SUMMARY:** Provides administrative and clerical support for the Public Safety department (ARFF, Police and Security).

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following:

- Performs administrative functions for the Public Safety department (ARFF, Police and Security). Tasks include, but are not limited to: answering phones, scheduling meetings with internal and external parties, filing, typing correspondence, data entry, copying, scanning, faxing, taking meeting minutes, calendar coordination, processing invoices for approvals, etc.
- Welcomes and directs visitors, employees, and/or clients.
- Gathers information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
- Responds to and resolves administrative inquiries and questions.
- Prepares and distributes agendas, materials, and schedules for meetings.
- Ensures participants of meetings have all necessary documents and/or technology prior to meeting.
- Records and distributes minutes or other records for meetings.
- Provides backup coverage for reception area.
- Provides backup coverage for other Administrative Assistants within the organization due to short term absences (4 weeks) or special projects.
- Other related duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are

representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to handle multiple tasks with ease and accuracy.
- Proficient in Microsoft Office Suite and related software and the ability to pass a performance test for typing and spread sheet use. Must pass Microsoft Office Suite practical test.
- Ability to provide efficient administrative and clerical support to a busy department(s).
- Ability to keep information confidential.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent proofreading skills.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.
- Ability to work independently.
- Ability to problem solve.
- Possesses a customer service mindset.

**EDUCATION and/or EXPERIENCE:**

- High school diploma or GED with supplemental courses in computers, technology, Microsoft Office Suite, and general office procedures required.
- Community college or trade school courses/graduation preferred.
- Work in an office setting, preferably in an administrative position.

**SHIFT:** Monday – Friday, 8:30 a.m. – 4:00 p.m.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged use of computer keyboard and monitor. Use of stairs or elevator will be necessary.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office area or cubicle in an airport terminal. Enclosed building area with self-contained ventilation system.

*Equal Opportunity/Affirmative Action/Americans with Disabilities Act Employer with a strong commitment to diversity. Rhode Island Airport Corporation does not discriminate on the basis of gender, disability, race, age, ethnicity, sexual orientation, political affiliation, marital status, national origin, veteran's status, or religion.*