



SENIOR EXECUTIVE ASSISTANT

Department: Aviation
Unit: 2010
Level: 5, Exempt

Supervisor's Title: Director of Aviation
Facilities and Passenger Services,
Director of Aviation Operations, Safety
and Security and Director of Aviation
Business and Finance
Supervises: None

Purpose:

Provides Administrative support to the Director of Aviation Facilities and Passenger Services, Director of Aviation Operations, Safety and Security and Director of Aviation Business and Finance and their staff members as needed.

ESSENTIAL TASKS OF THE JOB

Manages the daily administrative responsibilities of the Director of Aviation Facilities and Passenger Services, Director of Aviation Operations, Safety and Security and Director of Aviation Business and Finance

- Coordinates schedule for the Director of Aviation Facilities and Passenger Services, Director of Aviation Operations, Safety and Security and Director of Aviation Business and Finance utilizing traditional and electronic calendars.
- Prepares, coordinates, and maintains custody of confidential documents.
- Serves as liaison between Director of Aviation Facilities and Passenger Services, Director of Aviation Operations, Safety and Security and Director of Aviation Business and Finance and their internal and external stakeholders.
- Compiles information and drafts correspondence.
- Maintains confidential filing system for the Director of Aviation Facilities and Passenger Services, Director of Aviation Operations, Safety and Security and Director of Aviation Business and Finance.
- Organizes and coordinates meetings and events with internal and external stakeholder groups.
- Arranges travel electronically and prepares expense reports and associated paperwork in accordance with established policies.
- Monitors and tracks weekly time and attendance. Produces reports on employee overtime, attendance and leaves upon request.
- Orders and distributes general supplies, office materials and office equipment.
- Maintains conference room schedules for the 3rd floor.
- Coordinates catering orders for meetings and events.
- Manages, tracks and processes purchase requisitions through Peoplesoft.

Provides internal and external customer service assistance.

- Assists customers by providing general airport information and guidance to callers.
- Researches written customer complaints, compliments, and inquiries and composes responses as needed.
- Processes Security Badge applications and Temporary Visitor Passes as one of the Signatory Badge Coordinators for the Aviation units.
- Greets, escorts, and assists visitors.

Attends and assists staff at special airport events which may occur outside of regularly scheduled hours.

Serve as primary backup support for Operations, Safety and Security, Facilities, Customer Services and Terminal Managers as needed.

JOB REQUIREMENTS AND QUALIFICATIONS

Education

Associates Degree or equivalent professional experience required.

Experience

3-5 years' office administration experience in a business environment required.

UNIQUE EXPERTISE/CERTIFICATION/REGISTRATIONS

- Working knowledge of Word, PowerPoint, Peoplesoft, Excel spread sheet, and database applications.
- Ability to pass Massport security clearance and obtain a Massport Security Badge.
- Ability to pass Massport's controlled substances testing and background security check.

WORKING CONDITIONS

Environmental Parameters

Ability to work in an office within an airport environment with conditions that may include fumes, odors, gases, chemicals, and dust as well as decibels in the range of 65-100. Ability to travel to all Massport facilities as needed.

Physical Demands

Strength: Ability to exert up to 10 pounds of force occasionally and/or a negligible amount of force to lift, carry, push, pull, or otherwise move an object.

Type: Ability to perform administrative duties, typing, filing, bending over to low files, reaching high files. Work involves sitting most of the time, but may involve

walking or standing for brief periods of time. Expressing or exchanging ideas by means of spoken word.

WORK SCHEDULE

Ability to work a 37.5-hour workweek. Ability to work additional hours as workload demands.

EQUIPMENT USED

Computer, printer, telephone, fax, photocopier, calculator, and other MPA equipment.