



Department of Human Resources

Invites applicants for the following position:

Administrative Assistant – Business Development

Requisition: ADMIN01232

Job Summary:

The Administrative Assistant - Business Development performs administrative support duties to ensure efficient operations of the office. Supports directors and above through a variety of tasks related to organization and communication. Performs related duties as required.

Essential Job Responsibilities:

- Coordinates activities within department providing direct support for a director or above.
- Enters agreements into financial and business systems, and runs reports as requested from those systems.
- Keeps insurance updated for leases, permits, and other agreements.
- Completes business management activities for the department, including monitoring department budgets.
- Maintains and updates master tenant contact list.
- Serves as point of contact for outside consultants, contractors, and vendors desiring to work with MNAA on projects.
- Provides general office support to include answering & directing phone calls in a professional manner; greeting visitors; answering inquiries, creating a welcoming environment; Monitoring the department's shared email folder & disseminates emails as appropriate and organizing and scheduling meetings and appointments.
- Performs other duties as assigned.

Qualifications:

Required:

- High School Diploma or equivalent.
- 2-4 years of administrative, clerical, or office management.

Preferred:

- Associate's Degree in a related field.
- 4-7 years of years of administrative, clerical, or office management.
- Notary Public.
- Certified Administrative Professional.

Accepting applications through: Tuesday, May 20, 2019

Starting Salary Range: \$36,843 - \$50,127

How to apply:

Apply by visiting: flynashville.com/careers

A kiosk is available in the Human Resources Department located on the fourth floor of the terminal.

Human Resources, One Terminal Drive, Suite 501, Nashville, TN 37214

(615) 275-1622 or careers@nashintl.com

Hours: Monday – Friday, 8 a.m. – 5 p.m.

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Employment with the Nashville International Airport is contingent upon the ability to be granted a security badge as mandated by the FAA. Post job offer background check will be conducted.