



# Metropolitan Nashville Airport Authority<sup>SM</sup>

Department of Human Resources

**Invites applicants for the position of:**

## **Administrative Assistant II (Business Development)**

Requisition: 18-0031

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Responsible for serving as the assistant to the division lead and the primary resource in key division activities. Other responsibilities include maintaining accurate and confidential records and files, and completing business management activities in support of the division.

### **Essential Job Responsibilities:**

- Serves as assistant to the division lead, including scheduling and maintaining calendar, making travel arrangements, and coordinating execution of payment for expense reports.
- Coordinates office operations, procedures, and resources to facilitate effectiveness and efficiency.
- Enters agreements into financial and business systems.

### **Minimum Qualifications:**

- High School Diploma or equivalent required.
- 1 to 3 years of administrative, budgeting, and/or related experience required.

**Application Deadline:** Wednesday, June 27, 2018

**Starting Salary Range:** \$33,954 - \$42,443

**Work Schedule:** Monday – Friday, 8 a.m. – 5 p.m.

### **How to apply:**

Apply by visiting: [flynashville.com/careers](http://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

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

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The Metropolitan Nashville Airport Authority is an Equal Opportunity Employer and Drug Free Workplace.

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