



Department of Human Resources

Invites applicants for the following position:

**Administrative Assistant
(Human Resources)
Requisition: ADMIN01252**

The Administrative Assistant (Human Resources) 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:

- Assists in the coordination of the New Hire Onboarding program.
- Coordinates employee recognition programs and awards.
- Prepares staff reports and participates in staff meetings.
- Receives invoices, reviews for accuracy and submits for payment.
- Participates in the implementation of new systems and technologies in support of the HR department.
- Maintains personnel files.

Minimum Qualifications:

- High School Diploma required.
- 2-4 years of experience in administrative, clerical or office management.

Accepting applications through: Wednesday, July 10, 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 Hours: Monday – Friday, 8 a.m. – 5 p.m.

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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.