



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

Department of Human Resources

**Invites applicants for the position of:**

## **Receptionist**

Requisition: 18-0032

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The Receptionist is responsible for greeting and assisting customers in a professional manner and performing clerical activities such as answering phones, managing files, and providing customer service.

### **Essential Job Responsibilities:**

- Serves as security awareness for MNAA, and ensures security guidelines are followed for all visitors.
- Utilizes FastPass camera badging process for all visitors.
- Performs clerical activities, including answering phones, managing files, and providing customer service.
- Assists departments with special projects.
- Acts as backup courier and mail person as needed.

### **Minimum Qualifications:**

- High School Diploma or equivalent required.
- 1 year of related experience required.

**Application Deadline:** Friday, July 6, 2018

**Starting Salary Range:** \$26,895 - \$33,619

**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.