



Jackson Municipal Airport Authority's mission is to connect Jackson to the world and the world to Jackson. If you would like to see your career take flight, and help us deliver on this mission, apply with us today! If you land a position with JMAA, there are abundant benefits you may be eligible for, including medical, dental, vision, life and disability insurance, generous time off benefits, a rich retirement program, and more! JMAA encourages the development of its team members and has an education reimbursement program. If you have the skills to successfully fill one of our open positions, we would love to speak with you!

JMAA is currently seeking a qualified candidate for the position of **"Administrative Assistant—Operation Support."**

The incumbent serves as the Administrative Assistant- Operations Support under the supervision of the Chief Operating Officer or their designee, including the Operations Division- Public Safety, Airport Facilities, and Airport Operations. The position encompasses a wide range of duties related to the administrative and operational support of Jackson Medgar Wiley Evers International Airport/ Hawkins Field Airport -Operation Division. The administrative duties involve managing schedules, coordinating meetings, data entry, writing skills, handling sensitive information, and supporting administrative functions for staff and management.

What traits do we seek? Successful candidates will...

- A Bachelor's Degree from an accredited four-year college or university (preferred).
- Two (2) years of experience in work related to the described duties, including excellent computer skills with a high degree of proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.
- Must possess a valid Mississippi state driver's license.
- Must be able to pass a background check and maintain security clearance.
- Must be able to work overtime and weekends.

What Do You Get to Do? You will...

- Directs incoming phone calls and distributes mail.
- Support staff and management with general administrative support
- Communicates to a variety of individuals (inside and outside the company) in the retrieval and disbursement of information.
- Drafts individual and department correspondence, conducts research, compiles and assembles data for a vast array of reports.
- Draft, proofread, and edit documents, reports, memos, and presentations for board, public, and staff meetings
- Organizes and maintains physical and electronic filing systems.
- Coordinates and maintains a calendar of activities for the Operation Division and support functions with other departments, the public, and tenants.
- Maintains confidential files, records, and inventory for the Operations Division.
- Completes and reviews purchase requisitions for approval by the Operations Division.
- Confirm purchase, invoice, and receipt of goods or services in the Operation Division.

- Manage and coordinate travel arrangements, including itineraries and accommodation as needed.
- Assist with and provide backup with front desk administration office functions.
- Operates a variety of modern office equipment. Other Duties:
- Represents the organization, both internally and externally, by supporting the strategic direction and priorities, objectives, vision, mission, and values of JMAA.
- Provides courteous and prompt service to all internal and external parties by prioritizing and addressing requests and assignments in a professional and cooperative manner.
- Recommends ideas and/or methods to improve service, work processes, and financial performance (e.g., procedure optimization).
- Maintain a professional working relationship and promote open lines of communication with employees and other departments - (i.e., Housekeeping, Maintenance, Operations, Procurement, Finance, and Administration)

If you are up for this amazing career opportunity where the sky is the limit, send your resume to recruiter@jmaa.com and be sure to include “**Administrative Assistant-Operation Support**” in the subject line. We welcome you to learn more about us at jmaa.com.

This job posting summarizes the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. A detailed job description will be provided during the interview. We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, genetic information, and any other protected status.