



Rhode Island

Airport Corporation

EXTERNAL JOB POSTING PVN# 2024-31

Candidates must pass a practical test and an oral interview with a score of 70% or higher.

Job Title:	Administrative Assistant I
Department:	Public Safety
Reports To:	ARFF Chief
Starting Salary:	\$40,732 (with increases up to \$58,992)
Schedule:	Monday – Friday, 8:30AM – 4:00PM (35 hours)

Summary:

Provides administrative and clerical support for the Public Safety department (ARFF, Police and Security).

Essential Duties and Responsibilities:

Other duties may be assigned; the essential duties and responsibilities include the following:

- Performs administrative functions for the Public Safety department (ARFF, Police and Security). Tasks include, but are not limited to: answering phones, scheduling meetings with internal and external parties, filing, typing correspondence, data entry, copying, scanning, faxing, taking meeting minutes, calendar coordination, processing invoices for approvals, etc.
- Welcomes and directs visitors, employees, and/or clients.
- Gathers information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.
- Responds to and resolves administrative inquiries and questions.
- Prepares and distributes agendas, materials, and schedules for meetings.
- Ensures participants of meetings have all necessary documents and/or technology prior to meeting.
- Records and distributes minutes or other records for meetings.
- Provides backup coverage for reception area.
- Provides backup coverage for other Administrative Assistants within the organization due to short term absences (4 weeks) or special projects.
- Other related duties as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Supervisory Responsibilities:

- None

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Special qualifications include:

- Ability to handle multiple tasks with ease and accuracy.
- Proficient in Microsoft Office Suite and related software and the ability to pass a performance test for typing and spread sheet use. Must pass Microsoft Office Suite practical test.
- Ability to provide efficient administrative and clerical support to a busy department(s).
- Ability to keep information confidential.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent proofreading skills.
- Basic understanding of clerical procedures and systems such as recordkeeping and filing.
- Ability to work independently.
- Ability to problem solve.
- Possesses a customer service mindset.

Education/Experience:

- High school graduate with supplemental courses in typing, computers, and general office procedures required.
- Community college or trade school courses/graduation preferred.
- Work in an office setting, preferably in a secretarial position.

Certificates, Licenses, and Registrations

- None

Physical Requirements:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Prolonged use of computer keyboard and monitor.
- Use of stairs or elevator will be necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Work Environment:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this position.

- Office area or cubicle in an airport terminal.
- Enclosed building area with self-contained ventilation system.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

The Rhode Island Airport Corporation is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Rhode Island Airport Corporation makes hiring decisions based solely on qualifications, merit, and business needs at the time.

This organization welcomes and encourages applications from minorities, veterans, and persons with physical and mental disabilities, and will reasonably accommodate the needs of those persons in the application process. The decision to grant a reasonable accommodation request will be made on a case-by-case basis.