

## **JOB DESCRIPTION - CHICAGO EXECUTIVE AIRPORT**

**POSITION:** Administrative Assistant, Full time – salaried with benefits

**DATE APPROVED:** June 2, 2025

### **JOB SUMMARY**

This is a high-visibility position with an organization that prides itself on operational excellence. The incumbent will manage the front desk of the airport administration building – telephone calls, visits, deliveries, etc. Required is a high level of customer service as a representative of the Airport with elected officials, department heads, staff, Airport Board of Directors, airport business partners, vendors, and the public. Responsibilities include general administrative support to airport staff. Reports to the Airport Administrative Coordinator who reports to the Director of Economic Development & Administrative Services. Senior Staff is currently comprised of an Executive Director, Director of Economic Development & Administrative Services, Director of Operations & Maintenance, and Director of Finance. There are no regular supervisory duties other than direction of seasonal interns and temporary employees.

### **JOB LOCATION AND WORKING HOURS**

This is a full-time position expected daily work at the airport headquarters at 1020 Plant Road, Wheeling, IL weekdays 8:00 a.m. to 4:30 p.m. Attendance may be necessary at monthly after-hours board of directors' meetings and special evening and weekend events. May require local and overnight travel. All airport employees are responsible for responding to emergencies after hours and on weekends as necessary.

### **DUTIES/RESPONSIBILITIES**

- Organize the annual Run the Runway 5K and coordinate logistics for Rock the Runway.
- Plan, budget, and create communications between CEA and outside agencies to coordinate our Centennial Year festivities (estimated at one event per month through December of 2026).
- Coordination of exhibition booth and attendance of board directors and senior staff at various conferences nationwide. Some may require the incumbent's travel and attendance.
- Assist the Administrative Coordinator in maintaining a document filing system.
- Order office and meeting supplies. Create and maintain inventory control of all supplies.
- Inventory and order apparel and promotional items for daily use and special events.
- Schedule maintenance, cleaning, and repair of office furniture and equipment.
- Provide administrative support to staff as required for research, correspondence, scheduling of meetings, etc.
- Update and maintain airport website and social media sites.
- Process airfield access credentials
- Clerical duties as needed.
- Help maintain the register of airport tenants.
- Become and maintain status as a State of Illinois Notary Public.
- Maintain Senior staff Outlook Calendars. Make appointments, schedule meetings, and notify all staff and attendees of upcoming meetings as required. Organize and plan meetings to include

agendas, catering, and audio/visual services, if necessary.

- Manage the airport's reception desk. Answer incoming calls and greet visitors.
- Distribute incoming invoices and mail package deliveries to correct personnel.
- Collect and create daily deposits of tenant payments
- Assist with daily financial tasks e.g. managing credit card charges and statements.
- Manage shipping and receiving.
- Produce mass mailings from Word, Excel, or Access databases for specific correspondence.
- Other duties as assigned.

#### **REQUIREMENTS/QUALIFICATIONS**

- High School diploma or equivalent. Continued education and training is an asset.
- Three years' experience in clerical duties in a multi-person office environment.
- Experience with Microsoft Office.
- Experience with web site updates, social media sites.
- Ability to establish and maintain effective working relationships with all Airport staff, Chicago Executive Airport Board members and the public.
- Excellent verbal and written communication skills.
- Ability to complete tasks independently and within deadlines.
- Ability to keep records and files confidential.
- Familiarity with aviation and the aviation industry is preferred.
- A positive, upbeat personality to establish and maintain effective working relationships with Board members, supervisors, department heads, co-workers, and the public.
- Designation of Notary Public or ability to obtain
- Successful criminal background check and pre-employment physical.

#### **APPLICATION INFORMATION**

For immediate consideration, please submit a resume and cover letter to [careers@chiexec.com](mailto:careers@chiexec.com). A full job description is at [www.chiexec.com](http://www.chiexec.com). Position open until it is filled. Any offer of employment will be conditioned upon the successful completion of a pre-employment physical, which includes a drug and alcohol screen. EOE/M/F/D/V