



*Kamloops Airport Ltd.
101-3035 Airport Road, Kamloops, BC V2B 7X1
Tel: 250.376.3613 fax: 250.376.3935*

Posting: Administrative Assistant (Part-time)

Job Classification and Status

The Administrative Assistant (AA) role is a regular, part-time position and is covered by a Collective Agreement. The rate of pay is \$24.33/hour.

Under the general supervision of the Administrative Coordinator, the AA is responsible for documenting and recording personal information for airport personnel, handling cash (petty cash, parking etc.), administering accounts receivable and payable, and maintaining control of legal documents and confidential files. The AA is often the first point of contact for public enquiries to the airport.

Principal Duties and Responsibilities

- Accurately enters, stores and retrieves data using a variety of manual and electronic systems.
- Completes reports on financial, personnel and other administrative matters; assists with maintaining airport policies, systems and procedures.
- Investigates and either responds or coordinates the response to complaints and concerns from tenants and airport users.
- Maintains manuals and files in a clear filing system.
- Receives and responds to or directs enquires from the public.
- Acts as scribe in the Emergency Coordination Center

Additional Duties

- Assists with the preparation of lease documents and issuance of licenses to tenants or clients under the guidance of airport management.

Position Specifications:

- This work requires a high standard of confidentiality to protect sensitive personal and commercial information from release to unauthorized persons.
- This work requires a high level of attention to detail to ensure accuracy.
- This work requires the completion of a recognized course of accounting or equivalent experience.
- This work requires good customer service skills to deal effectively with all manner of persons who make enquiries at the airport administration office.

*To apply for this position, please submit a resume and covering letter to the Manager, Airport Operations. The closing date for this position is **August 18, 2017**.*

August 3, 2017