



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**SENIOR AIRPORT ADMINISTRATIVE ASSISTANT
SCHLEMEYER FIELD**

The Ector County Schlemeyer Airport is looking for a Senior Airport Administrative Assistant. As a Senior Airport Administrative Assistant, you will play a crucial role in ensuring the smooth operation of administrative functions within the airport environment. You will provide high-level administrative support to airport management, oversee clerical tasks, and coordinate various airport operations. This position requires exceptional organizational skills, attention to detail, and the ability to thrive in a fast-paced and dynamic environment.

PRIMARY DUTIES:

Provide advanced administrative support to airport management, including scheduling meetings, managing calendars, and coordinating travel arrangements. Handle incoming and outgoing correspondence, including emails, phone calls, and written communications, with professionalism and efficiency. Maintain and organize airport documents, records, and files, ensuring accuracy, confidentiality, and compliance with regulatory requirements. Enter data accurately into databases and generate reports as required by airport management, regulatory agencies, and stakeholders. Organize and prepare materials for meetings, take minutes, and distribute meeting agendas and minutes to relevant parties. Assist with customer inquiries and provide exceptional customer service to passengers, airport staff, and other stakeholders. Assist with budget tracking, invoice processing, and expense reporting, ensuring accuracy and compliance with financial procedures. Provide administrative support for airport projects, including coordinating meetings, preparing project documentation, and liaising with project stakeholders. Oversee office supplies inventory, procurement, and maintenance of office equipment, ensuring smooth operations. Train and supervise junior administrative staff, providing guidance and support to ensure the effective performance of administrative tasks.

QUALIFICATIONS: Bachelor's degree in Business Administration, Airport Management, or related field preferred. Minimum of 3-5 years of experience in administrative support roles, preferably in an airport or aviation-related environment. Exceptional organizational and multitasking abilities, with a keen attention to detail and accuracy. Excellent written and verbal communication skills, with the ability to interact professionally with diverse stakeholders. Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications. Strong customer service orientation and the ability to handle inquiries and resolve issues promptly and courteously. Ability to thrive in a fast-paced and dynamic environment, with the flexibility to prioritize tasks and manage competing demands effectively. Discretion and ability to maintain confidentiality when handling sensitive information and

documents. Strong collaborative skills and the ability to work effectively as part of a team, as well as independently with minimal supervision. Familiarity with airport regulations, security protocols, and industry standards preferred.

SALARY: \$20.00 p/h with excellent benefits; 40 hours per week, hours may vary.

DEADLINE: Until a sufficient amount of applications have been submitted for consideration.

Please apply at <https://ectortx.seamlessdocs.com/f/EmploymentApplication> or in person at the Human Resources Department, Ector County Annex Building 1010 E. 8th Street, Room 126, Odessa, Texas. Submit resume, cover letter, and any relevant certifications or credentials. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

Notice: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.