

AN AIRLINE AT BWI INTERNATIONAL AIRPORT

RECRUITING FOR A

STATION ADMINISTRATOR COORDINATOR

WORK ACTIVITIES/CONTEXT:

- Provides friendly service to and maintains positive relationships with all Customers.
- Works in a cooperative spirit to ensure the success of our Company.
- Processes, verifies and balances Provisioning Manager's purchasing card as needed. Audits and provides balancing report to Provisioning Manager weekly.
- Disseminates correspondence and information as required through email and board mail.
- Performs general office duties. Orders and distributes office supplies as needed.
- Performs miscellaneous Station duties, such as coordination of: station keys, parking tags/cards, and airport badges for Station Employees.
- Distributes various materials received in the station from HDQ.
- Prepares and processes pass requests to include travel on airlines.
- Must handle sensitive and confidential information with the utmost professionalism.
- Maintains station Employee personnel files.
- Performs other job duties as directed by the Provisioning Manager and Leader.
- Must be able to meet any physical ability requirements listed on this description.
 - Processing Union Grievances, On the Job Injury Reporting.
 - Employee ID's, Employee Leave of Absence Management.

BASIC QUALIFICATIONS:

- High School Diploma, GED. Must be at least 18 years of age.

WORK EXPERIENCE:

- **3-5 years of Recent Administrative experience preferred.**

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Must be able to work well with others as part of a team.
- Must have PC skills and a working knowledge of Microsoft Word, Excel and Outlook.
- Must work under tight deadlines and time constraints in a limited space with constant interruptions. Strong communication skills are required.

This position at BWI is a contracted position (no flying benefits). The contract term is anywhere from 6 – 12 months. At the end of the term, the contract may be renewed, but it is not a guarantee or they can apply for other positions within the company. Salary \$20 per hour.

Qualified job seekers can send their resume to: recruiter@aawdc.org.
Specify “Station Administrator Coordinator” in the subject line of email.