

Metropolitan Knoxville Airport Authority
Job Announcement
Operations Administrative Associate

Hiring Range: \$33,831 - \$43,846 (DOE)

Location: 2055 Alcoa Hwy. Alcoa, TN 37701

A detailed job description is available at www.flyknoxville.com/careers

Applicants must submit ALL of the following in order to be considered: Official Metropolitan Knoxville Airport Authority Application or resume (Applicants submitting resumes must submit a completed signed copy of the MKAA application prior to being interviewed.)

Applications Deadline: Monday, January 31, 2022. A detailed job description is available at www.flyknoxville.com/careers. Please apply through the website, email to apps-resumes@tys.org, or mail to P.O. Box 15600 Knoxville, TN 37901 Attention: HR. Applications must be received by the stated deadline or postmarked by the deadline date to be considered. No phone calls please.

Responsibilities:

Seeking an organized, resourceful individual who is highly skilled in office computer applications, to be responsible for complex administrative tasks supporting a large Operations Department. These duties will include but are not limited to: clerical tasks and documentation, contractor escort, project inspection and documentation, and extensive use of Computerized Maintenance Management System software (CMMS). This position may require work to be performed outside normal business hours and at both airport locations. This position requires the ability to learn a variety of tasks and skills and perform those activities in a confidential manner in accordance with established standard operating procedures and departmental policies.

Minimum Requirements:

Associates degree in business or management plus a minimum of three years of work experience in a related field or equivalent is required. Bachelor's degree preferred. Must have excellent written and verbal communication skills with ability to communicate using a two-way radio. Proficiency in Microsoft Office products with expertise in Microsoft Word, Excel and Outlook required. This includes advanced knowledge of shared/team collaboration tools. Must have excellent organizational skills and flexibility to learn and apply new skills as technology and/or processes evolve. Ability to read technical documents and drawings is required. General knowledge of construction, maintenance, technology, purchasing and airfield operations is preferred.

Must be willing to work flexible hours including occasional night & weekends and have a valid Tennessee driver's license.

Selection Process:

Applications (and additional documents, if applicable) will be reviewed to identify applicants whose qualifications most closely meet the needs of the Metropolitan Knoxville Airport Authority. Employment process includes a background check and physical, which includes drug testing.

The Metropolitan Knoxville Airport Authority conducts random employee drug screening.

The Metropolitan Knoxville Airport Authority is an Equal Employment Opportunity Employer