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.