

Perform Air International Inc.
Section VI - Attachments
Att.52.15 - Job Description

Revision	Revision Date	Revision Change
N/I	03/31/2017	Initial Release/Re-release
1	01/31/2019	Revision to Grade Level and addition of Division Manager.
3	06/21/2019	Revision to Grade Level
4	12/31/2019	Revision to Grade Level
5	10/31/2021	Revision to Grade Level
6	09/26/2024	Revision to <u>Qualifications</u>

Position Title: Executive Administrative Assistant

Grade Level: 43-6014-10

Exemption Status: Non-Exempt

Department: Executive

Division Manager: President

Department Manager: President

Immediate Supervisor: President

Duties, Responsibilities and Authority:

This position is responsible for providing high-level administrative support by conducting research, handling information requests, drafting correspondence, and creating spreadsheets or other documents. This position will also perform clerical functions such as data entry, electronic and paper file organization and storage, receiving visitors, and scheduling meetings and classes.

This position reports directly to the President but may be assigned tasks from all Executive members. All information, correspondence, and conversations are to be considered and kept confidential.

This position may also train other clerical staff.

This position may require travel.

Additional duties may be assigned to this position at any time.

Qualifications:

Education: High School completion and either of the Experience or Training requirements fulfilled.

Experience: *One-year* employment in an administrative assistant role.

Training: *One-year* in-house employment, and documented training records of at least 50 hours within an administrative position.