



Jackson Municipal Airport Authority's mission is to connect Jackson to the world and the world to Jackson. If you would like to see your career take flight, and help us deliver on this mission, apply with us today! If you land a position with JMAA, there are abundant benefits you may be eligible for, including medical, dental, vision, life and disability insurance, generous time off benefits, a rich retirement program, and more! JMAA encourages the development of its team members and has an education reimbursement program, too. If you have the skills to successfully fill one of our open positions, we would love to speak with you!

JMAA is currently looking for a qualified candidate to fill the role of **"Administrative Assistant- Operation Support."**

The incumbent serves as the Administrative Assistant- Operations Support under the supervision of the Chief Operating Officer or their designee, including the Operations Division- Public Safety, Airport Facilities, and Airport Operations. The position encompasses a wide range of duties related to the administrative and operational support of Jackson Medgar Wiley Evers International Airport/ Hawkins Field Airport -Operation Division. The administrative duties involve managing schedules, coordinating meetings, data entry, writing skills, handling sensitive information, and supporting administrative functions for staff and management.

What traits do we seek? Successful candidates will...

- A Bachelor's Degree from an accredited four-year college or university (preferred).
- Two (2) years of experience in work related to the described duties including excellent computer skills with a high degree of proficiency in Microsoft Word, Excel, Outlook and PowerPoint.
- Must possess a valid Mississippi state driver's license.
- Must be able to pass a background check and maintain security clearance.
- Must be able to work overtime and weekends.

What Do You Get to Do? You will...

- Directs incoming phone calls and distributes mail.
- Support staff and management with general administrative support
- Communicates to a variety of individuals (inside and outside the company) in the retrieval and disbursement of information.
- Drafts individual and department correspondence, conducts research, compiles and assembles data for a vast array of reports.
- Draft, proofread, and edit documents, reports, memos, and presentations for board, public, and staff meetings
- Organizes and maintains physical and electronic filing systems.
- Coordinates and maintains a calendar of activities for the Operation Division and support functions with other departments, the public, and tenants.
- Maintains confidential files, records, and inventory for the Operations Division.
- Completes and reviews purchase requisitions for approval by the Operations Division.
- Confirm purchase, invoice, and receipt of goods or services in the Operation Division.
- Manage and coordinate travel arrangements, including itineraries and accommodation as needed.
- Assist with and provide backup with front desk administration office functions

- Operates a variety of modern office equipment.

Other Duties:

- Represents the organization, both internally and externally, by supporting the strategic direction and priorities, objectives, vision, mission, and values of JMAA.
- Provides courteous and prompt service to all internal and external parties by prioritizing and addressing requests and assignments in a professional and cooperative manner.
- Recommends ideas and/or methods to improve service, work processes, and financial performance (e.g., procedure optimization).
- Maintain a professional working relationship and promote open lines of communication with employees and other departments - (i.e. Housekeeping, Maintenance, Operations, Procurement, Finance, and Administration)

If you are up for this amazing career opportunity where the sky is the limit, send your resume to recruiter@jmaa.com and be sure to include **“Administrative Assistant- Operation Support”**. in the subject line. We welcome you to learn more about us at jmaa.com.

This job posting is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. A detailed job description will be provided during the interview. We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, genetic information, and any other protected status.

EOE, M/F, D/V APPLICANT DATA RECORD

All applicants are considered for the applied position without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability (if performance ability coincides with job requirements), or any other legally protected status.

Solely to help us comply with government record keeping, reporting and other legal requirements, we ask that you complete this Applicant Data Record. We appreciate your cooperation. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or your personnel file. Periodic Reports are made to the government on the following information.

YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

Last Name

First Name

Check one: Sex Male Female

Check one: Marital Status Married Single

Check one of the following

White African American American Indian/Alaskan Native
 Hispanic Asian/Pacific Islander Other Specify: _____

How did you hear about us? Check one of the following:

Walk-In Employment Agency Friend/Relative
 Newspaper College/Tech School Other Specify: _____



**100 INTERNATIONAL DRIVE, SUITE 300
JACKSON, MISSISSIPPI 39208**

Application for Employment
(Please Print or Type in Black Ink)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Applicants are considered for all positions without regard to race, religion, gender, national origin, age, veteran status, the presence of a non-job related physical or mental condition, handicap, or disability, or any other legally protected status. If you require accommodation or assistance in completing this application or in any stage of the employment process, please let us know.

APPLICATION FOR: **Administrative Assistant-Operation Division**

ADVERTISEMENT PERIOD:

Personal:			
Last Name	First Name	MI	
Home Address _____			
	City	State	Zip
Social Security	_____	Date of Birth	_____
Email Address	_____		
Home Phone #	() _____	Alternate Phone #	() _____
Driver License #	_____	Class	Expiration _____ State _____

When will you be available to begin if selected for the position? _____

Are you available to work shifts? Yes No

Are you authorized to work in the U.S. on an unrestricted basis? Yes No

(Proof of citizenship or immigration status will be required upon employment)

Have you ever been employed with JMAA before? Yes No

If yes, give dates. _____

Have you ever been convicted of a crime other than minor traffic violations? Yes No

If yes, state nature of offense, when, where and disposition _____

(A conviction will not necessarily disqualify an applicant from employment)

Do you have any relatives presently employed by the Jackson Municipal Airport Authority? Yes No

If yes, list names and relationship _____

Employment with the Jackson Municipal Airport Authority is contingent upon the ability to be granted and maintain ID/secure media badge as regulated by TSA, and a valid driver's license and motor vehicle report in compliance with JMAA's Drivers Policy. A comprehensive pre-employment background check includes an education/experience investigation, a medical physical exam, a drug/alcohol screen, a motor vehicle report, and a fingerprint-based criminal history record check.

NAME: _____ SOCIAL SECURITY #: _____

Education & Training													
	High School				College/Technical/Business				Graduate School				
School Name & Location													
Years Completed (circle)	9	10	11	12	1	2	3	4	1	2	3	4	5
Diploma/Degree (Verification of education required Describe Course of Study:													
Describe Specialized Training, Apprenticeships, Extra-Curricular Activities, Foreign Languages:													

Employment Experience

Start with your present or last job. If unemployed, start with your immediate past employment. Be specific and complete. Include military service assignments and volunteer activities. Any military service must be documented by providing a DD214 along with this application. Exclude organizational names that indicate race, color, religion, gender, national origin, disabilities, or other protected status. Explain any gaps between employments. Failure to explain any gaps in employment will be justification for your disqualification from the selection process. Use additional sheets if necessary.

Job Title _____	Telephone Number (_____) _____
Company Name _____	Employed Dates (Indicate Month, Day, and Year)
Address _____	From: _____ To: _____
City, State, Zip _____	Annual Salary:
Name of Supervisor _____	Start _____ Last _____
Describe Your Duties: _____	Reason for Leaving _____
_____	_____
_____	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	If No, Please Explain _____
_____	_____
Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	

NAME: _____ SOCIAL SECURITY #: _____

Job Title _____	Telephone Number (_____)
Company Name _____	Employed Dates (Indicate Month, Day, and Year)
Address _____	From: _____ To: _____
City, State, Zip _____	Annual Salary:
Name of Supervisor _____	Start _____ Last _____
Describe Your Duties: _____	Reason for Leaving _____
_____	_____
_____	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	If No, Please Explain _____
_____	_____
Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	_____

Job Title _____	Telephone Number (_____)
Company Name _____	Employed Dates (Indicate Month, Day, and Year)
Address _____	From: _____ To: _____
City, State, Zip _____	Annual Salary:
Name of Supervisor _____	Start _____ Last _____
Describe Your Duties: _____	Reason for Leaving _____
_____	_____
_____	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	If No, Please Explain _____
_____	_____
Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	_____

NAME: _____ SOCIAL SECURITY #: _____

Job Title _____	Telephone Number (_____)
Company Name _____	Employed Dates (Indicate Month, Day, and Year)
Address _____	From: _____ To: _____
City, State, Zip _____	Annual Salary:
Name of Supervisor _____	Start _____ Last _____
Describe Your Duties: _____	Reason for Leaving _____
_____	_____
_____	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	If No, Please Explain _____
_____	_____
Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	_____

Job Title _____	Telephone Number (_____)
Company Name _____	Employed Dates (Indicate Month, Day, and Year)
Address _____	From: _____ To: _____
City, State, Zip _____	Annual Salary:
Name of Supervisor _____	Start _____ Last _____
Describe Your Duties: _____	Reason for Leaving _____
_____	_____
_____	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	If No, Please Explain _____
_____	_____
Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	_____

NAME: _____ SOCIAL SECURITY #: _____

Additional Skills

State any additional information you feel may be helpful to us in considering your application.

Indicate any professional licenses or certificates, license numbers, their expiration dates and issuing agency.

References:

List the name, address, and telephone number of at least three references who are not related to you and are not previous employers.

Name	Address	Telephone Number

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I understand that an investigation of all statements contained in this application for employment will be conducted, to include at a minimum: personal and business references; employment history; education/technical training; and military service. If a conditional offer of employment is extended, I understand that my hiring may be contingent upon successful completion of job-related testing, a medical examination, an alcohol and drug screening, a criminal background investigation, and a motor vehicle report. I agree, upon request, to sign all necessary authorization and consent forms.

Signature of Applicant

Date

THIS APPLICATION FORM MUST BE COMPLETED IN FULL, SIGNED AND DATED.



Jackson Municipal Airport Authority

Human Resources Department

Post Office Box 98109

Jackson, MS 39298-8109

Fax: (601) 664-3514

Authorization to Release Employment Information

I hereby authorize the Jackson Municipal Airport Authority to obtain information pertaining to my employment, attendance, performance reports, and disciplinary records from previous or current employers. I hereby authorize release of this information. This release is executed with full knowledge and understanding that the information is for the official use of the Jackson Municipal Airport Authority only as may be necessary in arriving at an employment decision.

I hereby release you, as the custodian of such records, from all liability for damages of any kind because of compliance with this authorization and request you to release the information requested.

Please print all information legibly with black ink.

Full Name		Social Security #	
Current Address			
City		State	Zip Code
Telephone # (Day)		Telephone # (Evening)	
Signature of Applicant		Date	