



Jackson Municipal Airport Authority's mission is to connect Jackson to the world and the world to Jackson. If you'd 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. 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 qualified candidates to fill the role of **"Executive Assistant to the CEO"**

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

- Demonstrate high-level executive administrative support and office management oversight for the Chief Executive Officer.
- Shine at providing excellent customer service and providing comprehensive administrative support, including managing schedules, coordinating appointments, organizing meetings, travel coordination and booking, budget management, requisitioning goods, and preparing and disseminating board documents.
- Must be agile and adept at working in a fast-paced environment, providing support to other executive team members and the board of commissioners.
- Associate's or Bachelor's degree in Business Administration, Communication, or a related field required: advanced degree preferred.
- Five years of executive, legal secretarial, paralegal, or office management experience is required.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and experience with project management software.
- Proven experience as an executive assistant or in a similar role supporting senior executives, preferably in a fast-paced environment.
- Excellent written and verbal communication skills, with the ability to interact effectively with all levels of the organization.
- Strong organizational and time management skills, with a strong attention to detail.
- Display strong initiative while being attentive to details and compliance-focused.
- Have a valid Mississippi driver's license.
- Must be able to pass a background check and maintain security clearance.

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

- Provides administrative and secretarial support to the CEO, Board of Commissioners, and members of the Executive Staff, including making travel arrangements and coordinating appointments and meetings. Processes travel reimbursements.
- Supports the CEO by arranging calendars, preparing correspondence, maintaining files, and responding to inquiries on behalf of the CEO. Assists the CEO with additional external professional

responsibilities, such as involvement with professional associations, local community, and relevant events.

- Handle incoming and outgoing communications on behalf of the CEO, including emails, phone calls, and correspondence. Draft and edit documents, reports, and presentations.
- Supports Executive Staff by notating action items mentioned during the monthly Board meetings that require follow-up from respective areas managed by Executive Staff.
- Orders and maintains an inventory of office supplies and refreshments for the Executive Office. Processes purchase requisitions for the Executive Office.
- Build and maintain strong relationships with internal and external stakeholders, including board members, clients, and partners. Serve as a point of contact for inquiries and information.
- Handle sensitive information with the utmost confidentiality and professionalism. Exercise discretion in all aspects of the role.
- Greet and welcome visitors for meetings with the CEO, ensuring a positive and professional experience.

**Other Duties:**

- Represents the organization internally and externally by supporting the strategic direction, priorities, objectives, vision, mission, and values of JMAA.
- Provides courteous and prompt service to all internal and external parties. Prioritizes and addresses requests and assignments in a professional and cooperative manner.
- Identify opportunities and recommend methods to improve service, work processes, and financial performance (e.g., procedure optimization). Assists in the implementation of quality improvement initiatives.
- Assists co-workers in the completion of tasks and assignments to ensure continuity of service. Actively supports teamwork throughout the organization.
- Performs other services as assigned.

**Other Considerations:**

The position may require occasional extended and/ or weekend hours to support the CEO or special projects/events. Diplomacy, confidentiality, and discretion are a must.

- May be required to work overtime and weekends.
- May be required to travel to different locations, including out-of-state travel on occasion.

If you are interested in this amazing career opportunity where the sky is the limit, send your resume to [recruiter@jmaa.com](mailto:recruiter@jmaa.com) and be sure to include "Executive Assistant" in the subject line. We also welcome you to learn more about us at [jmaa.com](http://jmaa.com).

This job posting summarizes 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.