

Executive Assistant Job Posting

Amadeus Airport IT Americas, Inc. is an air transport information technology solutions firm based in Orlando, Florida. Our comprehensive portfolio of solutions enable airports and airlines to better utilize and manage resources, enhance the passenger experience, reduce costs, and optimize revenue generation.

Our operational, passenger processing, intelligent display, and revenue management platforms deliver enterprise-class business intelligence solutions and are the most innovative in the air transport marketplace.

Amadeus Airport IT Americas, Inc. solutions are operational in 30 of the top 50 airports in North America, and as a testament to their scalability, these solutions are at home in another 100 airports and at 60 airlines worldwide.

We are currently seeking a self-motivated and experienced individual to fill a full time role as an **Executive Assistant** at our **Orlando, FL** location.

Summary:

This position will provide executive administrative and business support to Executive. This position has a key role in conducting relationships with other departments and intercompany, vendors and service providers, customers, and employees. A willingness to understand the business and the intercompany departments is essential. Must be reliable, discrete and trustworthy in order to handle confidential & sensitive material coming to the attention of the Executive. Excellent communication skills both verbal and written required.

Essential Duties and Responsibilities: Perform administrative duties for the Executive including, but not limited to:

- Analyze and prioritize emails and correspondence received, respond to or communicate the requests and matters requiring immediate attention, forwarding them to the proper group for handling
- Prepare, proofread, and distribute letters, Power Point presentations, and Excel sheets for reporting
- Work with Executive on budget for several cost centers and assist with financial reports
- Generate and maintain various organization charts and reports. Distributed as requested
- Assist Executive with following up on engagement action items with managers, customers, and/or vendors
- Handle expense reports
- Research information as required/requested
- Schedule and create agenda/ minutes of meetings and maintain the Executive's calendar
- Assist with coordinating agendas for visitors/VIPs and support of meetings including coordination of breaks and making lunch/dinner reservations
- Assist with any WebEx, video conferencing or conference calls

- Assist with arranging facilities plan with Executive for departmental changes and space utilization
- Assist the receptionist in handling incoming phone calls when necessary
- Assist HR in Recruiting functions such as job postings, scheduling interviews, etc.
- Respond to employee inquiries regarding policies, procedures, and programs in coordination with HR
- Assist with the encouragement of employees' accurate timesheet completion and other administrative tasks to support monthly Accounting closings

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Education and/or Experience:

- BA or BS degree in Business (any concentration), or equivalent 3-5 years of experience
- 3+ years' knowledge in administrative and analytical functions
- Accounting, and/or Marketing, and/or Project knowledge and experience a plus
- Ability to maintain confidential information and work with discretion
- Independent: ability to work with little to no supervision
- Highly detail oriented
- Excellent communication skills both verbal and written
- Proficiency with MS Office (Excel, Word, PowerPoint)
- Demonstrates professional demeanor, ability to work well with executives and business visitors
- Good time management skills
- High proficiency in organizational and analytical skills
- Ability to multi-task and prioritize projects
- Coordinate projects within the departments

Travel Requirements:

- 10% travel required

Send Resumes to HR@airit.com