EMPLOYMENT OPPORTUNITIES
ROANOKE REGIONAL AIRPORT COMMISSION
EEO/AA/VETS/DISABLED EMPLOYER

PLEASE BE AWARE OF THE FOLLOWING INFORMATION WHEN APPLYING FOR A JOB WITH THE ROANOKE REGIONAL AIRPORT COMMISSION:

1. In order to be considered for employment, applicants <u>must</u> submit completed application. Resumes submitted without an application will not be considered. Applications are accepted by mail or in person at the Roanoke Regional Airport Commission offices, 5202 Aviation Drive, Roanoke, Virginia 24012, (second floor of the airport terminal.)

2. Applications will be given out between 9:00 am and 4:30 pm, Monday through Friday, except holidays. **Posting open until filled. First review of applications will be 09/25/18. Job Posting #19-003.**

3. Salary Range $15.75 - $22.65 per hour Grade 5

4. Any job listing specified below is not intended to be the complete description.

5. The employment process requires candidates must be a U.S. citizen or secure a valid work permit issued by the U.S. Department of Labor or the U.S. Department of Justice prior to the beginning of employment with the Roanoke Regional Airport Commission.

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Administrative Support Technician _   Full-Time/Regular/Non-Exempt

The AST (Payroll/Access & ID) role supports two areas: Payroll, and Access & ID. The selected candidate will be responsible for timely and accurate performance of all ADP payroll and timekeeping functions and benefits updates. They will provide administrative and clerical support, and possess stellar customer service skills. May also include some HR tasks.

Absolute requirements are:
*   Knowledge of payroll, report writing and timekeeping systems;
*   Advanced Microsoft EXCEL and advanced MS Word;
*   Able to protect sensitive security and personal information;
*   Detail and precision oriented with a commitment to accuracy;
*   Able to maintain confidentiality, and interact professionally and courteously in challenging situations;
*   Some basic HR knowledge;
*   Exhibit excellent oral, written communication, interpersonal and org. skills, at all times while performing many functions simultaneously and independently, and
*   Reliable

Preferences include:
*   Intermediate Microsoft ACCESS skills;
*   Min. two years exp. in an office environment (secretarial, reception, admin. asst, etc.), and
*   ADP payroll exp.