

CSA Air, Inc.

HR Administration Assistant

JOB SUMMARY

TITLE: HR Administration Assistant

CLASSIFICATION: Non-Exempt

POSITION TYPE: Regular, Full Time

REPORTS TO: General Manager

POSTION SUMMARY: Responsible for arranging all company travel/managing weekly reservations; Tracking maintenance and insurance for company vehicles; Manage hotel contracts; Liaison for company leased apartments; other tasks as assigned. This position also provides support for various other employee programs within the organization as required.

ESSENTIAL JOB FUNCTIONS:

1. Complete travel arrangements for employees with air, hotel and rental car vendors at the lowest possible fares. Utilizes preferred vendors for cost savings to our company and our customer.
2. Coordinate maintenance with company crew cars and maintenance vehicles, and communicate those to flight crews and maintenance employees. Maintain records of maintenance. Keep track of where and to whom the keys are distributed to. Manage insurance requirements for all company vehicles.
3. Manage hotel contracts and negotiations. Work closely with Accounting to Setup Direct bill accounts where needed.
4. Communicate directly with the apartment managers to ensure maintenance and contract agreements are in compliance.
5. Other tasks as directed by the General Manager

COMPETENCIES:

1. Safety and Work Environment - Identifies hazardous or potentially hazardous situations and takes appropriate action to maintain a safe and productive work environment for self and others.
2. Effective Communication - Actively listens to others. Communicates with others clearly, openly, and respectfully. Uses all forms of communication effectively and appropriately (includes email, text and phone).
3. Teamwork - Works collaboratively with others to achieve organizational goals. Produces high quality work by being attentive to detail and maintaining accuracy. Works in a conscientious, consistent, and thorough manner to meet all schedules and timelines. Anticipates potential problems. Finds the root cause of problems and takes appropriate action. Makes continuous improvement to processes and results.
4. Adaptability to Change - Understands, accepts, and supports the need for business change and helping others with transitions. Adapts and adjusts to change within own area of responsibility as well as accepting the need for change more broadly.

REQUIRED EDUCATION AND EXPERIENCE:

Possess a High School diploma or equivalent. Have excellent interpersonal, communication and organizational skills. Possess basic computer skills including Microsoft Office proficiency.

PREFERRED EDUCATION AND EXPERIENCE:

Associate degree and/or 1-2 years of related work experience.

AAP/EEO STATEMENT:

CSA Air, Inc. provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, CSA Air, Inc. complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

CSA Air, Inc. expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of CSA Air employees to perform their job duties may result in discipline up to and including discharge.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This job description has been approved by all levels of management:

Manager

Human Resources

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee

Date