



JOB ANNOUNCEMENT

EXECUTIVE ASSISTANT – OPERATIONS, STRATEGY AND DEVELOPMENT

\$50,681 - \$76,344 Annually, Depending on Qualifications
plus excellent benefits

The Monterey Regional Airport is seeking a qualified candidate to join its team. Under the general supervision of the Deputy Director of Strategy and Development, this position supports the daily operations of the Airport, ensuring overall business office administration is smooth, efficient and orderly. Strong communications and customer service skills, and the ability to interact with multiple agencies, and functional teams, are essential to this position.

REQUIRED QUALIFICATIONS:

High School diploma or general education degree (GED) required; an AA Degree with a concentration in business preferred with a minimum of three years progressively responsible administrative experience. Other combinations of education and experience may be acceptable. Airport experience desirable but not required.

BENEFITS:

- Retirement – 2% at 55 Classic PERS members, or 2.0% at 62 for new members.
- The Airport participates in Social Security with employee contribution of 6.2%.
- Excellent medical, dental, and vision benefits.
- The Airport contributes \$100 per month into Cafeteria plan/Flexible Spending Account (FSA) for health care/dependent care expense reimbursements.
- Life Insurance - Airport provides \$20,000 coverage.
- Paid holidays of 11 days per year.
- Vacation/Sick – 40 hours after six months, 80 hours per year after one year, 120 hours per year after 5 years, 160 hours per year after 10 years.

TO APPLY:

Please complete the online application located on Monterey Regional Airport's Careers page located here: <https://montereyairport.specialdistrict.org/career-opportunities>