



## Administrative Assistant

Provides primary administrative support for the airport. Performs duties related to accounts receivable, maintaining physical and digital filing systems, leasing data, reception and transcribing meeting minutes . Excellent organizational and strong time management skills with ability to follow up on projects and meet deadlines. Adept in computers and programs such as: MS Word, Outlook, Excel and PowerPoint.

Hourly position with benefits. Previous administrative experience preferred.

Email: [info@oscairport.com](mailto:info@oscairport.com)

Website: [oscairport.com](http://oscairport.com)

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