

POSITION ANNOUNCEMENT

ADMINISTRATIVE ASSISTANT II - MARKETING AND BUSINESS DEVELOPMENT DEPARTMENT

LAMBERT-ST. LOUIS INTERNATIONAL AIRPORT

Salary Range: \$40,326.00 - \$59,982.00

(Based on experience and training)

Competitive Benefit Package

Lambert-St. Louis International Airport is seeking to fill a newly created position of Administrative Assistant II – Marketing and Business Development. The person for this position will assist the Assistant Director - Marketing and Business Development in planning, implementing and administering programs aimed at 1) growing passenger/cargo air service and other airport/aviation related businesses, 2) developing and/or improving use of airport property and other assets, 3) supporting regional economic development and 4) promoting travel to/through Lambert-St. Louis International Airport and to the City of St. Louis and the Missouri/Illinois Bi-State Region. In addition, this person will manage the day-to-day business of the Airport's Marketing and Business Development Department.

The successful candidate will have a Bachelor's Degree (preferably Aviation Management, Business or Public Administration) and two years of business development and/or marketing experience within the aviation industry.

Note, City of St. Louis residency is required within 120 days of completing a six month probationary period. Employees of Lambert-St. Louis International Airport receive a \$125.00 bi-weekly travel allowance in addition to salary.

To apply, contact the City of St. Louis Department of Personnel at (314) 622-4308 or visit the City's website www.stlouiscity.com and link to "Jobs with the City".

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