



TITLE: Facilities & Operations Coordinator

DEPARTMENT: Commercial Enterprise

FLSA: Non-Exempt

THIS POSTING WILL EXPIRE ON OCTOBER 13, 2017

Established as a municipal corporation by the General Assembly in 1962, the Indianapolis Airport Authority (IAA) owns and operates Indiana's largest airport system, including Indianapolis International Airport, Downtown Heliport, Eagle Creek Airpark, Hendricks County Airport, Indianapolis Regional Airport, and Metropolitan Airport. Through our business and employment decisions, IAA is dedicated to operating with a high-performing culture that fosters world-class service to enhance our community.

www.indianapolisairport.com

GENERAL SUMMARY

This position is responsible for operational, facilities and administrative functions to support the GIFTZ General Manager, the GIFTZ & IMC Departments and assists departmental personnel; must exercise considerable initiative, drive, independent judgment, motivation, confidentiality, and discretion in handling issues, matters, projects and delegated assignments. Prioritizing and managing multiple projects simultaneously, and following through on all issues in a timely manner; preparing correspondence and other communications; creating and managing files and legal documents; assisting in document signature process; performing basic technology research; general office management, including arranging meeting and calendar coordination, answering calls and sorting mail, purchase order and invoice oversight and management; and keeping informed of pertinent policies, rules and regulations.

ESSENTIAL FUNCTIONS

- Coordinate and support the GIFTZ Treasurer on operational matters in the production, maintenance, forecasting and oversight/tracking of the Operating Budget for the GIFTZ.
- Provide operational data for monthly AR billings sheets and warehouse reconciliation
- Dispute resolution on AR outstanding balances
- Manage all office files (both electronic and hard copy), including legal files for the GIFTZ and IMC
- Manage IMC access key inventory
- Manage office supplies and marketing material
- Manage external mail pick-up for GIFTZ; internal mail pick-up and deliveries for the GIFTZ
- Complete business expense reimbursement forms (BERF) for GIFTZ staff, as necessary
- Assist Operating Director & General Manager in the administration and research of Lease and Service Provider Agreements including creation, copy and distribution of legal documents being created by and/or for GIFTZ and IMC
- Manage and maintain content to/from GIFTZ's database (SageAct), as directed
- Manage and create GIFTZ board packet documents

- Participate and support GIFTZ marketing presentations, bundle marketing packets and reorder collateral materials related to GIFTZ's marketing program
- Conduct annual FTZ Operator audits ensuring federal operating compliance
- Operate public FTZ warehouse including scheduling pick-up/deliveries, load/unload trucks, scheduling shipments, creating shipment documents, track and reconciliation in inventory management software (SmartZone)
- Ability to operate and/or be trained on forklift equipment.
- Research new and potential customers and coordinate introduction meetings
- Support Property Director with contract terms compliance for tenants and service providers
- Coordinate data entry for Capital budgets for IMC and Property departments
- Run various reports on a weekly/monthly basis
- Create, track and coordinate purchase orders in Oracle

MINIMUM REQUIREMENTS

- Graduation from an accredited college or university.
- Experience in computer/Microsoft works package.
- Ability to perform all of the physical and cognitive tasks outlined in the job description.

Required Licenses, Certificates, Conditions

- Valid driver's license and demonstrated good driving record.
- Ability to pass the requisite airport and TSA security checks.
- Ability to perform all of the essential functions of the job outlined without creating a direct threat to the safety of oneself or others.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical demands:** While performing the duties of this position, the employee is required to walk, sit, use of hands to finger, handle, or feel objects, reach with hands and arms, balance, stop, talk or hear. The employee must occasionally lift and/or move up to 25+ pounds or more. Specific vision abilities required by the position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus. Operate a motor vehicle with a valid driver's license. Use of a computer and other personal assistance devices (tablets or mobile phone) are a must for this position.
- **Work environment:** This position is performed within an office environment at least 80% of the time. The other 20% the employee will be exposed to weather conditions prevalent at the time. With multiple worksites the noise level varies from the office environment and the outside environment. The incumbent in this position is expected to work independently and as part of the team.

DIRECT REPORTS

None

SALARY AND BENEFITS

The annual salary for this position is \$37,000. Also included is an excellent benefits package.

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