



**JOB OPPORTUNITY
EXECUTIVE SECRETARY
UNCLASSIFIED**

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Open To: The Public
Location: Bradley International Airport - Windsor Locks, CT
Job Posting No: CAA1202
Hours: Monday to Friday - 8:30 a.m. to 5:00 p.m.
Salary: Negotiable
Closing Date: December 31, 2012

Eligibility Requirement: N/A

Knowledge, Skills and Abilities: To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily and independently. The requirements listed below are representative, but not necessarily all-inclusive of the knowledge, skill, and/or ability required to successfully perform the duties of this job.

At a minimum, an individual must have a thorough knowledge of the principles and practices of office management; must possess excellent oral and written communication skills and the ability to interact effectively and professionally with a wide range of individuals, including members of the public; must have exceptional secretarial and administrative support skills, including typing; and, must have the ability to maintain confidentiality in the performance of job responsibilities. The position also requires a thorough knowledge of business English, including grammar, spelling and punctuation.

Individual must be proficient in Microsoft Office applications.

General Experience:

- An Associate Degree from an accredited college or university or completion of an advanced secretarial or office management certification program.
- 7+ years of progressive secretarial and administrative support experience in a fast-paced office environment including handling complex assignments independently.
- Working knowledge of local, state and federal agencies is preferred.
- Experience in handling and maintaining confidential and sensitive information.

Character Requirement: An individual serving in this position must be able to successfully undergo a thorough background and security screening, including being fingerprinted, and maintain required security clearance during the duration of employment.

Physical Requirement: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Extensive use of a computer keyboard and other office equipment.
- Prolonged sitting and viewing a computer monitor.

Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Climate controlled office environment at the State's largest commercial airport
- Airport proper is a busy public thoroughfare at which high levels of security are maintained.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter and a resume to:

Richard Cosgrove
The Connecticut Airport Authority
rcosgrove@ctairports.org

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