

CHICAGO EXECUTIVE AIRPORT Job Advertisement - Administrative Manager

Employer Description:

Chicago Executive Airport (KPWK) is a general aviation/business aviation airport 20 miles northwest of Chicago's Loop and 7 miles north of O'Hare International Airport. CEA is owned jointly by the Village of Wheeling and City of Prospect Heights, Illinois. CEA is an air traffic reliever airport for O'Hare with 100K annual operations generating \$441M in economic activity for the region. The airport employs 14 FTE employees. Aviation businesses employ approximately 600 employees as part of 2,100 jobs total generated by the airport's economic impact. In addition to three Fixed-Base Operators, the airport is home to many corporate flight departments, private charter services, airplane sales and service, individual airplane owners/pilots and flight schools.

Duties and responsibilities:

The Administrative Manager will be responsible for all administrative duties for the Airport Board of Directors including, but not limited to, meeting agendas, recordings, minutes, resolutions, and logistics coordination. Owned by municipalities, CEA adheres to the Illinois Municipal Code.

Record keeping of original paper documents, electronic files, contracts, engineering materials and an array of documents pertaining to aviation operation and airport management.

Airport Communication including daily web page administration, mass emailing, Freedom of Information requests and other activities coordinated with the airport's public relations contractor.

Travel and conference planning nationwide including registrations, shipments of trade booth and other materials, and travel arrangements for senior staff and board directors. Other event planning as needed.

Coordination of the Airport's noise program.

Representing the airport at local events, both aviation-related and community organizations. Interactions include Airport customers, elected officials, vendors, and the public.

Additional duties as assigned.

Qualifications Desired:

Proficiency with current office administrative technologies e.g. Office 365, Constant Contact, Dropbox, etc.

Familiarity with aviation and a college degree preferred.

High level of professional demeanor and organization.

A full job description is at www.chiexec.com.

This position is subject to a criminal background check and pre-employment physical.

Job Location and Working Hours

The Administrative Manager is expected to work at the airport headquarters at 1020 Plant Road, Wheeling, IL during normal business hours – 8:00 am to 4:30pm, Monday through Friday. Attendance is necessary at the monthly Airport Board meeting, usually the third Wednesday

evening of every month. There are scheduled events that would require national travel on weekdays. The incumbent would also be responsible for responding to weather and operational emergencies requiring work after-hours and on weekends as necessary.

Salary and Benefits

The hiring salary range is \$55K-\$65 DOQ with a generous benefits package.

Application Information

For immediate consideration, please submit a resume and cover letter to admin@chiexec.com. An application must be submitted prior to employment and can be downloaded [here](#). Position open until filled.

Chicago Executive Airport - PWK

1020 South Plant Road

Wheeling, Illinois 60090

847-537-2580