

## **Administrative Assistant Job Opening**

The Bowling Green – Warren County Regional Airport will be accepting applications for a full time Administrative Assistant.

Full-time, Mon. - Fri. 8:00 am - 4:30 pm, permanent position; duties include answering phones, filing, computer work, running errands, perform research work, bank deposits, maintaining office equipment, and assisting office/maintenance staff, and manager with additional office duties.

The ideal candidate should have prior office experience, be professional and personable, and have experience in Microsoft Office programs.

Starting pay \$15.00/hr. An application is required and can be obtained at the Bowling Green-Warren County Regional Airport Manager's Office, 1000 Woodhurst Street, 2nd Floor, Ste. 210, or on the Airport's website [www.bgwcairport.org](http://www.bgwcairport.org).

Applications must be turned in to our office and will be accepted until the position is filled.

**NO PHONE CALLS.**