



**Administrative Assistant  
Office of Executive Director  
The Ohio Turnpike and Infrastructure Commission**

The Ohio Turnpike Commission is seeking an Administrative Assistant to work at our Administration Building in the Executive Director's Office.

**Main Job Tasks and Responsibilities:**

- Manages business functions for Executive Office and provides administrative support to the Executive Director
- Develops and administers special programs and projects
- Assists with Commission meetings including notices, minutes, and resolutions
- Manages Executive Director's appointments, travel schedule and meetings
- Processes travel/lodging expenses and reconciles purchase cards
- Answers telephone and performs any other duties as may be assigned by the Executive Director

**Education and Experience:**

- Completion of undergraduate core program in business administration, management science or public administration or five years' experience in an administrative, supervisory or managerial position
- General knowledge of business or public administration; knowledge of payroll, purchasing, requisition and receiving procedures is required
- Excellent communication skills, both orally and written
- Proficient in the operation of computers and software applications (MS Office)
- Kronos experience preferred
- Position requires a high level of confidentiality and trust

If you are interested, here's what we can offer you:

- Salary Range – \$56,703.92 - \$70,195.84
- Excellent pension
- Excellent health care benefits
- Generous paid leave and holidays
- Educational assistance and reimbursement

Application Process:

Background checks will be conducted on all selected applicants and include, but are not limited to, driving record, criminal record and employment history.

Those interested may obtain a copy of the employment application [HERE](#). Individuals must print the application, fill out using a blue or black pen, and send it along with a cover letter and resume via U.S. mail to:

The Ohio Turnpike and Infrastructure Commission  
Attn: Director of Administration  
Human Resources Department  
Reference Code: Admin Assistant  
682 Prospect Street  
Berea, Ohio 44017

**Applications will be received until Friday, March 22, 2019 at 5:00 p.m.**

The Ohio Turnpike and Infrastructure Commission is an *Equal Opportunity Employer*