

FULL TIME RECEPTIONIST

The Bloomington Normal Airport Authority is seeking motivated applicants for the position of full time Receptionist, 8:00 a.m. to 5:00 p.m. Monday through Friday. The successful applicant must be friendly, efficient and possess/demonstrate superior customer service and telephone skills, along with a thorough knowledge of Microsoft Office products. The successful applicant will be expected to manage multiple administrative initiatives, in addition to supporting customers and staff. Must be able to pass applicable TSA background checks. Hourly wage is \$12.66, in addition to a full array of employee benefits, including participation in Illinois Municipal Retirement Fund. Please submit a cover letter and resume by December 3, 2021 to Lynnette Hindman at lynnette@cira.com. No phone calls please.