



Administrative Assistant II

Hybrid · Airside & Terminal Operations - 51 · Full time · F513

San Diego, California, United States

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Description

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Welcome to San Diego International Airport, where our core purpose is to create an exceptional experience for both our community and visitors from around the world. It extends beyond just flights; we embody the vibrant spirit of San Diego itself—sunny, welcoming, and full of life. We are committed to attracting, fostering, and empowering a team of talented individuals who can deliver our strategic goals:

- **Advance Airport Development**
- **Transform the Customer Experience**
- **Optimize Ongoing Business**
- **Cultivate Our Culture**

Here, culture starts with each of us. Our workplace is shaped by mindsets that guide how we show up for one another: believing the best in people, collaboration, empathy, listening, and thoughtful decision-making. If you are ready to contribute to a team that values meaningful impact and enjoys the journey along the way, we invite you to apply today and help us connect our community to the world.

Why You'll Love Working at SAN:

- **Location:** The new Airport Authority Administration building, located on the San Diego International Airport campus and near the waterfront, providing stunning views of our runway, San Diego Bay, the Pacific Ocean, and the city skyline.
- **Hybrid Schedule:** This role follows a hybrid schedule with both on-site and remote work. On-site days are required, based on department needs, to support collaboration and business operations. Remote work flexibility is available on other days as determined by the department.

- **Salary:** The hiring salary range for the Administrative Assistant II is \$68,776 to \$79,092. The full pay range for the Administrative Assistant II is \$52,905 to \$84,648.
- **Benefits:** You will enjoy 14 paid holidays, 18 – 33 days of vacation (PTO), parental and child care benefits, salary continuance for family & parental leave, tuition reimbursement, ensure your future with our retirement plan options including our comprehensive pension plan and 457 defined contribution plan. Plus, take advantage of our annual employer-funded Lifestyle Spending Account, designed to support your personal development and growth activities—and much more!
- **Wellness:** Enjoy a workplace that makes well-being part of the daily routine! Tap into multiple on-site gyms, unwind or brainstorm in outdoor workspaces, score fitness discounts for every level and goal, give back with volunteer-time rewards, connect with financial wellness advisors, and explore scenic walking trails just steps from campus, all wrapped in a supportive wellness package designed to help you feel your best inside and outside of work.
- **Application Deadline:** August 4, 2026. Applications will be reviewed after the closing date.

About the Job:

The Airside Operations Department is seeking an Administrative Assistant II who is proactive, detail-oriented, and passionate about providing exceptional support to a dynamic team. The selected candidate will be at the center of the department's daily operations, partnering with leadership, coordinating travel and meetings, managing accounts payable and invoice processing, supporting procurement and contracts, and ensuring critical administrative functions are completed with accuracy, efficiency, and great customer service.

This role provides the opportunity to make a meaningful impact at SAN by supporting the people, processes, and operations that help our organization succeed.

What You'll Do:

- **Operational & Department Support:** Serve as a key partner to the department by providing comprehensive administrative and operational support that keeps projects, teams, and daily business activities running efficiently. Coordinate departmental workflows, monitor action items, support special projects, and ensure priorities are organized and executed effectively. Manage day-to-day office operations by maintaining supplies, coordinating equipment maintenance, and supporting the resources needed to keep the department productive and responsive. Coordinate all aspects of business travel and professional development activities for department staff.

- **Accounts Payable & Financial Coordination:** Support the department's financial operations by managing the accounts payable process from start to finish. Review, verify, and process vendor and contractor invoices for accuracy and compliance, prepare payment requests, and coordinate approvals to ensure timely payments. Maintain positive relationships with vendors and contractors by responding to inquiries and resolving payment-related issues. Assist with budget tracking, monitor expenditures, and provide administrative support for contract management to help ensure sound fiscal stewardship.
- **Communication & Administrative Coordination:** Serve as a professional point of contact for internal and external customers by responding to incoming calls, correspondence, and inquiries with sound judgment and exceptional customer service. Prepare a wide variety of business documents, including reports, contracts, agreements, presentations, and correspondence with a high degree of accuracy and attention to detail. Support workforce administration by processing employee timecards, attendance records, and leave request. Provide proactive scheduling and executive support by managing calendars, coordinating meetings, and organizing appointments for department leadership and staff. Prepare meeting agendas and supporting materials, arrange meeting logistics, record accurate meeting minutes. Serve as the department's Records Coordinator by ensuring accurate document management and retention.
- **Procurement, Contract & Records Administration:** Support procurement and contract administration activities by coordinating the distribution of Requests for Proposals (RFPs) and Requests for Qualifications (RFQs). Order administrative and operational equipment. Effectively manage the P-Card program for their department. Support other duties as assigned.

The Skills We Are Looking For:

1. **Communication:** Proficiently exchange information through various avenues including verbal, digital, written, facilitation and persuasion with both internal and external stakeholders.
2. **Judgement & Decision Making:** Ability to use appropriate judgement and confidentiality in selecting procedures, conducting transactions with other departments, vendors and the public and solving non-routine problems based on experience-based knowledge.

3. **Customer & Personal Service:** Aids and supports departmental staff and outside stakeholders on diverse and specialized clerical functions. Cultivates interpersonal rapport and trust, both up and down, by exhibiting consistency and reliability; demonstrated awareness of others' needs.

4. **Time Management & Coordination:** Ability to prioritize rapidly moving deadlines and various tasks to meet department needs and manage personal workflow.

5. **Leveraging Technology:** Effectively uses and generates information electronically integrates technology solutions and systems. Proficient in computer systems, MS Word, Excel, PowerPoint, spreadsheets, and other related software.

Requirements

The Experience You Need to Have**:

- Graduation from high school or G.E.D. equivalent.
- Four years of increasingly responsible office administrative or secretarial experience.
- Equivalent combination of training and experience.

Licenses, Certificates, and Special Requirements:

Successful completion of a fingerprint-based background investigation, training, and testing required for employment and operation of Authority and San Diego County physical security, surveillance, radio and telecommunications equipment.

Preferred Education, Certification, and Licenses:

- Graduation from a four-year college or university with a degree in Business Administration.
- Notary Public Commission
- Microsoft Office Specialist Certification (Associate/Expert/Master)
- Project Management Professional (PMP)

*****Don't meet every requirement? That's okay. At San Diego International Airport, we value your unique experience and your willingness to learn. Some roles require specific qualifications or degrees, but others don't—and we're always open to individuals committed to growth and excellence. If this sounds like you, we encourage you to apply. And if it's not the right fit, we'll keep you in mind for future opportunities. We may have the perfect spot for you to land.***

EEO Statement

It is the policy of the San Diego County Regional Airport Authority to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, SDCRAA will provide reasonable accommodations for qualified individuals with disabilities.

Physical & Mental Demands

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation. If you need any form of accommodation during the recruitment process, please inform the Talent Acquisition Partner (Recruiter).

Under California Government Code Sections 3100 - 3109, public employees are designated disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as they may be assigned to them by their employer or law.

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