Yeager Airport Jobs — Airport Administrative Services Coordinator — Charleston, WV, USA

Hiring organization
Yeager Airport

Employment Type

Industry
Airport Administration

Job Location
Charleston, WV, United States

Date posted
November 15, 2026

Valid through
2026-11-20

Description

The Airport Administrative Services Coordinator position focuses on airport administration services, an area worth learning about through Yeager Airport careers in Charleston, WV, USA. Day-to-day responsibilities range from scheduling terminal facilities service requests to managing airport administrative correspondence, depending on team priorities. People with experience in facilities coordination and records can apply those strengths to this career area.

Responsibilities

- Schedule terminal facilities service requests.
- Manage airport administrative correspondence.
- Follow local safety and access rules while reporting delays or facilities issues.
- Share work updates and close out records when each task is complete.

Qualifications

- Practical familiarity with facilities coordination and records.
- Ability to organize information and communicate clearly with colleagues or service users.
- Attention to accuracy, deadlines, and established operating procedures.

Experience

A background in facilities coordination, academic projects, or related service work provides useful preparation for airport administrative services coordinator responsibilities.

Skills

facilities coordination, records, public service, communication, organization, accuracy

Career Information

Explore the Yeager Airport official website for organization and career information.