



JOB INFORMATION

February 6, 2026

Job title: Senior Associate, Airport Administration
Department: Washington DC Airport
Location: Washington Dulles International Airport

JOB DESCRIPTION

The Senior Associate in Airport Administration is responsible for supporting office managers by performing clerical duties to ensure smooth office operations. This includes tasks such as accounting, managing HR documents, and providing essential support to employees. You will also be expected to accumulate knowledge and experience in administrative tasks, seeking assistance from the General Administration of The Americas (GATA) when needed Principal Accountabilities

SKILLS AND QUALIFICATIONS REQUIRED:

1. **Must have a proof to work in the United States legally (The employer does not provide visa sponsorship)**
2. Ability to work 8 hours a day, Monday through Friday, in the office.
3. Manage attendance records and assist with bi-weekly payroll submissions to GATA.
4. Coordinate recruitment and onboarding activities, including posting jobs and scheduling interviews.
5. HR files according to legal requirements and prepare necessary documents.
6. Address employee inquiries, implement exit procedures, and support new hires.
7. Manage insurance and benefits for local staff and report to GATA as needed.
8. Prepare and monitor the annual budget and manage accounting activities.
9. Oversee cash balance, office supplies, and inventory management.
10. Create a welcoming environment for guests by greeting them and handling inquiries.
11. Manage lease agreements and ensure compliance with local regulations.
12. Maintain relationships with external stakeholders and handle legal inquiries.
13. Ensure security measures are upheld and manage security records.
14. Assist the general manager with scheduling and travel arrangements.
15. Prepare reports for various tax matters.
16. Provide passenger service support (e.g., VIP Handling) and perform additional



administrative tasks as directed by managers.

17. Associate degree is required.
18. Strong English/Japanese writing and speaking skills are required.
19. Excellent verbal communication skills.
20. Ability to operate interactive computer terminals (MS Office)
21. Must have a valid Driver's License

Company Benefits

- Company Holidays
- Sick Leaves, Vacation
- Health Insurance (Medical /Vision /Dental)
- Flexible Spending Accounts
- Employee Assistance Program
- Life Insurance / Voluntary Life Insurance (Optional)
- 401(k) Retirement Plan
- Travel Benefits (International and Japan Domestic Flight)
- Pre-Tax Mass Commuter Benefit
- Bereavement Leave
- Longevity Awards
- Educational Assistance Program
- Retiree Benefits

HOW TO APPLY FOR A JOB

If you are interested in applying for the position, please send the following information with a cover letter and resume to k.hashimoto@fly-ana.com.

Please be advised that ANA will contact qualified candidates ONLY.

Your resume and cover letter should include the following information:

1. Name, address, phone number and e-mail address
2. Position you are applying for
3. Education History
4. Employment history
5. Any special qualifications, knowledge or skills