



## **Jet East is NOW Hiring an Administrative Assistant located in Trenton, NJ**

Jet East is a corporate aircraft maintenance company dedicated to providing our customers with aircraft maintenance service that is worry-free, on time, and second to none. We service a vast array of aircraft, providing services ranging from routine inspections to the most unique and challenging repairs.

**We are currently seeking an experienced Administrative Assistant who is professional, driven and understands the importance of exceptional customer service.**

This Administrative Assistant will report to the Office and Billing Manager and will perform the day-to-day administrative duties that includes word processing, data entry and communications functions in order to drive the company success.

### **Responsibilities and Duties:**

#### **Work Orders and Invoicing**

- Supports general business operations by providing various administrative support activities
- Open and compile work order details to build electronic work order record and generate invoices
- Track progress of work order folders to ensure that all documentation for completed jobs is returned to the Trenton office in a timely manner for invoicing
- Enter employee timecards into the time management system daily, reconcile and collect any missing times from employees as needed
- Accept and apply payments to customer accounts as necessary
- Update work order log details daily

#### **Customer Reception and Hospitality**

- Greet all customers in-person in a friendly and professional manner
- Answer incoming phone calls, screen direct caller or message the appropriate employee
- Screen visitors and provide visitor access badging
- Escort customers to and from Jet East offices as necessary
- Offer Jet East guests refreshments/beverages

#### **Other Administrative Tasks**

- Generates on-boarding admin training package for all new hires
- Filing of work orders and other historical documents
- Assist with maintaining employee training binders
- Assist operations department with preparing for customer audits as necessary
- Assist the operations department with generating letters and internal communications as requested
- Ensure adequate stocking of breakroom and kitchen and ordering supplies as needed
- Responsible for cleanliness of assigned office site, ensuring the office is always well maintained

- Support department with travel preparation/registration in conjunction with department functions and NBAA Meetings
- Take accurate and concise notes for all staff meetings and distribute to appropriate staff members
- Special projects and all other duties as assigned

#### **Skills and Qualifications:**

- High School degree required, college preferred; and at least six months related experience and/or equivalent combination of education and experience
- Proficiency working in a PC-based work environment to include intermediate to advanced MS Word, Excel, Outlook and PowerPoint
- Carry out administrative duties of typing 60 wpm
- Filing as required
- Understanding of military time
- Strong clerical and administrative skills in a corporate environment
- Experience in the aviation field is preferred/knowledge of Total FBO software a plus!
- Displays a professional, detailed-oriented and pro-active approach when interacting with employees, clients, potential clients, and visitors
- Demonstrates strong verbal, interpersonal and written communication skills
- Ability to work autonomously or in a team environment
- Excellent judgment to effectively solve problems within the scope of the position
- Ability to carry out instructions furnished in written, oral, or diagram form
- Must be available to work early morning hours and overtime hours every other Sunday, payroll week mandatory

#### **Physical Requirements:**

- Ability to stand or sit for prolonged periods of time while on the computer
- Ability to lift 5 pounds or more

#### **Non-Physical Requirements:**

- Be a problem solver by effectively reading and understanding work order packages
- Ability to communicate in writing and verbally in a clear and understandable manner with co-workers, customers, and Jet East leadership
- Must be able to input and retrieve information from computers
- Able to travel to various locations, as needed
- Ability to work independently with minimal supervision

**Our Benefits Include:** Paid Holidays, Vacation & Sick Time, Medical, Dental and Vision Benefits after 30 days, 401K with a company match, Short- & Long-Term Disability, Group & Voluntary Life Insurance.

Lists above includes the main items for this job position to be successful, but not limited too other things that might come about in time. The person applying for this position must understand that the objectives, responsibilities, and requirements could change for better success for the company and the person.

**Jet East is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.**