



Administrative Assistant

Salary Range: \$40,000 - \$45,000

JOB SUMMARY:

Supports all administrative functions from the assigned business unit. Point person for administrative duties. Will work closely with the Business Unit Presidents, CEO, CFO, and COO. This position will visitor and callers be the first impression of JetRight!

ESSENTIAL FUNCTIONS:

1. Maintain the reception area and common areas in a clean and tidy manner at all times.
2. Greet JetRight guests and navigate them through the office, offering refreshments while they wait.
3. Answers phones and takes messages or fields/answers all routine and non-routine questions. Works in cooperation with other associates to cover phones.
4. Perform AP/AR and cash transactions for the business units as assigned.
5. Responsible for cash deposits.
6. Maintain general office supplies, aircraft refreshment stock, and swag inventory
7. Coordination of appointments for specific associates and executives
8. Coordinate and process transactions inside of administrative duties to include purchasing and key vendor relationships.
9. Practice and perform all elements inside the JetRight 2 Excellence program to include continuous improvement, core values, and the vision to excellence.
10. Be a champion of JetRight's commitment to Excellence. Coordinate and support activities that drive associate engagement. Examples are: corporate sponsored activities both inside and outside normal business hours, and customer support assignments.
11. Provide administrative support to all JetRight management teams when needed.
12. Performs other duties as assigned.

REQUIRED QUALIFICATIONS:

- 2+ years of administrative experience, within the aviation industry is a plus
- Keen focus on customer service and employee engagement
- Consistent record of meeting and exceeding goals
- Ability to work outside office hours when neccessary
- Experience dealing with work of a confidential and sensitive nature

PREFERRED QUALIFICATIONS:

- Prior experience in similar role
- Organized and detailed oriented
- Experience in a fast-paced environment

KNOWLEDGE:

- Excellent organizational, planning and administrative skills
- Excellent interpersonal skills
- Flexible and understanding of changing priorities and situations
- Team player
- Ability to manage processes and projects

This position will report to the CFO of JetRight Aerospace Holdings.