

JOB DESCRIPTION

<i>Position Title: Aviation Administrative Assistant</i>

Basic Function:

Administrator to assist with clerical and administrative duties related to Turbopower training program along with providing support to quality assurance departmental functions.

Duties are as follow but not limited to:

- Initial, update, and maintain employee training files. (Physical and electronic)
- Schedule training events/courses, coordinate, obtain and distribute required instructional materials, and communicate schedules and details.
- Track onboarding training process.
- Enter data and produce reports on training status.
- Create, publish, maintain courses and online training programs.
- Runs and reviews Reports and tracks training KPIs.
- Provides administrative support to quality assurance functions, which may include various excel spreadsheet updates, for example employee rosters, corrective action tracking log, and perform various administrative functions as needed.

Professional Experience:

- Required 2 years' general work administrative experience.
- Prior experience in the aviation industry strongly preferred.

Requirements:

- Strong communication skills, both oral and written.
- Proficiency in Microsoft Office suite. (Word, Excel, PowerPoint)
- Demonstrated ability to manage multiple tasks with a sense of urgency in a fast-paced environment.
- Self-driven and capable of working with minimal supervision.
- Effective prioritization skills to meet schedule requirements.
- Proven self-starter with innovative thinking.
- Exceptional organizational skills with meticulous attention to detail.

PHYSICAL REQUIREMENTS/WORKING ENVIRONMENT:

- The primary work environment is a MRO shop setting.
- Position requires walking, standing, sitting, lifting, pushing, reaching, etc.

Basic Schedule:

- 7:00 am – 3:30 pm Monday – Friday, additional time as needed.

Interested, qualified candidates can submit their resumes for consideration to resumes@turbopowerllc.com and reference position title in the subject line.

Equal Opportunity Employer - Vet/Disability - Drug-Free Workplace