

## **Job Title: Administrative Assistant**

**Job Summary:** We are seeking a reliable and organized Administrative Assistant to join our team and provide support to our company's operations. The ideal candidate will be proficient in administrative tasks, possess effective communication skills, and be able to multitask effectively. The Administrative Assistant will play a key role in ensuring smooth day-to-day operations by assisting with various administrative tasks and maintaining efficient office procedures.

### **Key Responsibilities:**

1. Provide administrative support to ensure efficient operation of the office.
2. Answer and direct phone calls in a professional and courteous manner.
3. Greet and assist visitors in a welcoming manner.
4. Manage and maintain office supplies inventory, including ordering and restocking, as necessary.
5. Handle incoming and outgoing mail and packages.
6. Assist in the preparation of reports, presentations, and correspondence.
7. Schedule and coordinate meetings, appointments, and travel arrangements for staff.
8. Maintain electronic and hard copy filing systems.
9. Assist in the preparation and coordination of office events and meetings.
10. Perform general clerical duties, including photocopying, scanning, and filing.
11. Perform data entry functions on accounts payable and accounts receivable, including taking payment.
12. Reconcile vendor accounts by statements before submission for payment.
13. Manage office contracts with vendors.
14. Collaborate with other administrative team members to support overall office efficiency.

### **Qualifications:**

1. High school diploma or equivalent.
2. Proven experience as an administrative assistant or in a related role.
3. Proficient in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
4. Strong organizational and time management skills.
5. Excellent verbal and written communication skills
6. Ability to multitask and prioritize tasks effectively.
7. Attention to detail and accuracy.
8. Ability to work independently with minimal supervision.

### **Preferred Qualifications:**

1. Previous experience in a similar industry or role.
2. Familiarity with office equipment (printers, scanners)
3. Knowledge of basic accounting principles.

This job description outlines the general duties and qualifications expected of an administrative assistant. Responsibilities may vary.

Please email your resume to Kaci at [kaci@yorktonaircraft.com](mailto:kaci@yorktonaircraft.com). No phone calls please.