



## Employment Requisition

**TITLE OF POSITION:** Executive Assistant

**SALARY LEVEL:** DOE

**REPORTS TO:** Chief Executive Officer, VP of Finance and VP, Customer Service

**MINIMUM QUALIFICATIONS:**

Associates Degree, BA preferred  
Excellent written and verbal communication skills  
Computer skills with knowledge of PC based Word, Excel, Outlook and Vista  
Professional attire and phone etiquette  
Organized and dependable with attention to detail  
Prefer at least two years aviation industry experience  
Motivated team player and positive Attitude  
Ability to work independently with little supervision  
Self motivated

**DUTIES AND RESPONSIBILITIES:**

Provide support for three officers of the company  
Coordinate meetings and travel arrangements  
Prepare correspondence, memos, reports, documents, records and forms  
Ability to maintain confidentiality  
Ability to handle a wide variety of administrative and executive tasks  
Other duties as assigned.

**COMMENTS:** Please fax resume and letter of interest to  
Human Resources at 907-266-8401

