

Administrative Assistant - Maintenance

Reports to: Director of Maintenance
Division: Everts Air Cargo

Department: AF Recordkeeping–Mx
Station: FAI

Job Summary:

Provide administrative support for the Director of Maintenance and Assistant Director of Maintenance, as well as the FAI, ANC, LRD, and EAA Maintenance Departments.

Essential Functions:

1. Operate office machines such as photocopiers, scanners, fax machines, telephones, voice mail systems, and personal computers.
2. Maintain and update filing systems. Prepare and process forms, documents, and correspondence for approval, according to established procedures. Proofread and rewrite documents as needed.
3. Provide management and staff with accurate information by keeping all reference materials, including in-house manuals and Jeppesens, updated in an organized fashion and accurately interpreting all resource guides. Retrieve information from computers, hard files, manuals, and directories, as necessary.
4. With guidance, organize, develop, and/or obtain procedure manuals and guides.
5. Research missing and/or inaccurate data to ensure proper data entry.
6. Manage Time Clock for FAI and L48/LRD Maintenance Departments, to include schedules, corrections, and approvals, while alerting management to situations outside the norm. Serve as back-up for Time Clock tasks for TX and ANC Maintenance Departments, Inspections, Records, Parts, and Training Departments.
7. Upload manuals and other documents to the FAA SharePoint website.
8. Assist with HR-related duties for the Maintenance Department, including Performance Evaluations, Counseling/Disciplinary Actions, and Performance Improvement Plans, as well as documenting their delivery and typing up notes for personnel files. Complete Payroll Change Notices and Termination Reports as needed. Track mechanic pay rates.
9. Review applications and resumes. Phone screen applicants chosen by management; schedule and attend interviews; check references. Complete pre-employment terms for successful candidates. Track all steps of application process and outcomes. Assist with same for LRD and ANC, as requested.
10. Maintain SMS files for Maintenance Department.
11. Type up Contract Maintenance Records and forward to Accounting for invoicing. Maintain digital and hard-copy files of Contract Maintenance Records.
12. Record mechanics' time on airframes.
13. Attend and take notes for weekly Maintenance Managers meetings and monthly CAS meetings (both EAC and EAA), as well as other meetings as requested; distribute typed minutes.
14. Review, obtain proper signatures, and submit expense reports, as well as protective footwear and coverall reimbursement requests.
15. Assist with composing Maintenance Bulletins and Memos. Track Maintenance Bulletins for inclusion of contents in manuals. If revised manual has not been approved within six-month window, arrange to re-issue Maintenance Bulletin.
16. Submit travel requests for Maintenance employees, contractors, and other employees, as requested. Book crew quarters and company vehicles. Book commercial travel (airline and hotel) when Travel Arranger is unavailable, documenting all purchases for Accounting.
17. Track training for entire company (excluding pilots) and outstations. Prepare and distribute a variety of reports for management on a monthly basis. Prepare authorization cards for mechanics with engine run, taxi, or tow qualifications.
18. Understand the organization's policies and procedures, to help Maintenance Department and Leadership work efficiently within those guidelines.
19. Collaborate with other departments as necessary to meet maintenance goals. Develop and maintain positive relationships with personnel in maintenance, as well as with other departments.
20. Maintain currency in all required training.
21. Perform other duties as the situation dictates.

Additional Responsibilities:Safety

1. Comply with all safety aspects, specific practices and procedures of the work scope and position(s).
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Contribute to the Safety Culture of the Company and report any Safety Hazards.
4. Required to learn and understand Dangerous Goods Transportation requirements.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those, that you are unable to personally correct, to a supervisor.

Security

1. Comply with all security practices, policies and procedures as trained.
2. Maintain employee vigilance and report all security concerns.

Administrative

1. Build an organizational culture in which passion for continuous improvement is innate.
2. Ensure adherence to procedures that promote the health and welfare of all employees.

Physical Abilities:

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

1. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.
2. Sufficient physical ability, strength, mobility and stamina to lift, carry, push or pull objects which may frequently exceed 70 pounds in a series of functional tests which clearly simulates the work environment.
3. Physical ability to sit for extended periods of time.
4. Requires the ability to be sedentary for extended periods of time.
5. Shall perceive the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Qualifications:

1. Requires knowledge of administrative and clerical procedures, word processing systems/software (MS Office), managing files and records, designing forms (Adobe Acrobat) and other office procedures and related terminology.
2. Requires excellent interpersonal, time management, and written and verbal communication skills.
3. Requires ability to maintain confidentiality in all aspects of employment, including file and record maintenance.
4. Requires knowledge of technology used for training purposes or possess an interest in learning the technological methods used in training.
5. Requires valid driver's license.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or She will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

Everts Air Cargo is an Equal Employment Opportunity Commission compliant (EEOC) employer.

Employee Signature _____ Date _____

Employee Printed Name _____