

Operations Administrative Assistant

Reports to: Director of Operations
Division: Everts Air Cargo

Department: Operations Administration
Station: FAI

Job Summary:

The Operations Administrative Assistant is primary responsibility is providing administrative support to the Director of Operations, Chief Pilot, and other Flight Ops personnel as directed by the DO. Areas of concentration will include, but not limited to, meeting planning, managing schedules, e-mail/memo correspondence, project management and general office duties as needed. This position utilizes processes and resources in a manner that is efficient, effective and contributes to the overall success of the department in achieving goals.

Essential Functions:

1. Provide administrative support for the Director of Operations (Part 121 and 135) and the Chief Pilots.
2. Coordinate onboarding for new flight crew including paperwork, CHRC, communication, notifications, system updates, computer access, and equipment.
3. Process the Pilot Record Improvement Act (PRIA) and Pilot Record Database (PRD) programs including processing current and past pilot records as required by the law.
4. Update SkedFlex with all flight crew qualifications including training and medical certificates.
5. Maintain flight crew records electronically and original documents as required.
6. Update the Advanced Training Management System (ATMS) with current flight crew data to ensure 100% compliance with the annual Human Resources and Safety Training.
7. Notify Operations (Part 121, 125 and 135) of all upcoming flight crew qualification deadlines.
8. Update and Generate Flight Crew Seniority List under the guidance of the Chief Pilot.
9. Generate and provide the Quarterly Check Pilot Activity Report to the FAA (Part 121 and 135).
10. Process flight crew expense reports and L48 flight crew Automatic Per Diem reports on a weekly basis.
11. Transform written or verbal operational topics into specified memos, bulletins, emails, or letters and distribute accordingly to appropriate personnel.
12. Make travel arrangements for the Flight Operation Management as well as other administrative personnel. Provide backup support to others who also make travel arrangements when they are unavailable.
13. Make crew house and vehicle reservations for visiting personnel. Participate in crew house notifications.
14. Serve as a note taker for various meetings and produce meeting minutes.
15. Time Clock Corrections for Director of Operations & Chief Pilot employees including Check Pilots and Instructors.
16. Other duties as assigned.

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. Associate degree preferred.
2. 2 - 3 years of administrative or equivalent experience.
3. Computer skills including MS Word, PowerPoint & Excel. MS Access is a plus.
4. Ability to demonstrate personal credibility and trustworthiness.
5. High level of confidentiality.
6. Excellent interpersonal and time management skills.
7. Capable of working with diverse personalities and under severe time constraints and pressure.
8. Excellent written and verbal communication skills.
9. Effective in team setting.
10. Experience in planning and organizing projects.
11. Excellent follow-thru skills and a high level of accountability.
12. Ability to think on their feet and work independently.
13. Strong analytical skills.

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 _____