

As part of the next stage of our growth, we are now seeking a full-time ADMINISTRATIVE ASSISTANT to join our team. The successful candidate will be responsible for handling general office support functions. The starting wage for this position is \$14.00 per hour plus health benefits.

Specific responsibilities of this position will include:

- Various data entry and word processing tasks
- Answering incoming telephone calls and greeting customers and vendors
- Clerical assistance to various departments including purchasing, planning and quality assurance
- Other general office duties as required

To succeed in this challenging role you will need the following:

- Exceptional Microsoft office software skills and knowledge
- Strong interpersonal and telephone skills
- Ability to multi-task
- Enthusiasm and a high energy level

Please email your resume to jobs@glasairaviation.com with the job you are applying for in the subject line.