



## **Overview**

**Position:** Office Administrator

**Location:** Melbourne, Florida

**Work Schedule:** Full Time. Monday- Friday 8:30 AM to 5:00 PM.

**Reports To:** COO

**Direct Reports:** COO

**Travel:** Occasional Travel Required (Less than 10%)

## **About Us**

Anderson Connectivity is an aerospace engineering, manufacturing and maintenance organization that has been in the business of supporting the development and continued operation of In Flight Entertainment and Connectivity systems since its incorporation in 2005. After being awarded our 14CFR Part 145 repair station certificate earlier this year, we are looking to grow our business exponentially over the next 5 years. We are committed to achieving this growth by finding team members who share the same high levels of self-motivation and passion that has driven our success to date.

If you are ready to be a part of a team focused on the success of the individuals and the company, we are looking forward to hearing from you!

## **Benefits Summary**

- 2 weeks paid time off
- Holiday pay between Christmas and New Year's
- 7 Holiday days paid time off
- Medical, Dental, Vision
- 401k match

## **Position summary**

This individual will work in a fast-paced environment with high expectations and a collaborative team setting undertaking clerical and administrative responsibilities for the office. Such tasks include coordinating meetings and appointments, directing and receiving visitors, answering phones and responding to emails.

## **Duties and Responsibilities**

- Manage agendas, travel plans and appointments for other employees of the company such as the upper management
- Manage emails, letters, packages, phone calls and other forms of correspondence
- Support bookkeeping and budgeting procedures of the company



- Track and replace office supplies as necessary to ensure uninterrupted procedure standard in the office
- Prepare proposals and presentations as required
- Submit reports and keep track of necessary paperwork
- Assist in achieving efficient workplace for everyone involved in the operations of the company

### **Qualifications**

Required:

- Must be legally able to work in the United States
- Valid drivers license
- Proficiency with MS Office Suite
- Strong organizational skills
- Proper grammar and strong typing skills

Preferred:

- 1 year + experience in office administration
- Outgoing personality

### **Competencies:**

- Must be able to read, write and speak in English

### **Working Conditions**

General air conditioned shop in an engineering development environment.

This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

This is a full-time position, and general days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m.

Travel may be required up to 10% of the time.

### **Physical Requirements**

While performing the duties of this job, the employee will be required to lift and carry up to 20 pounds. Primarily an office position working at a desk.