



## **Production Administrative Assistant**

The Production Administrative Assistant will provide administrative and project support to the production team. This position requires excellent writing and editing skills. Must also have good people skills and a focus on communication, organizational, technical and process skills. The ideal candidate will have the ability to continuously prioritize multiple projects in a fast-paced environment with a high level of focus on quality, accuracy and confidentiality in all work products.

### **Job Duties:**

- Establishes, develops, and maintains electronic and hard copy filing systems
- Prepares and modifies documents including correspondence, reports, drafts, memos and emails
- Proofreads copy for spelling, grammar, and layout making appropriate changes as needed
- Data Entry
- Creates and maintains comprehensive project documentation
- Participates in developing departmental objectives, systems, operations, and goals
- Organizes data and information into charts, graphs, schedules, and other documents
- Technical writing that produces high-quality documentation appropriate for its intended audience
- Conducts new employee orientations and performs entry level practical training for multiple departments
- Writes training programs using information provided by department managers, executives, and practical training
- Develops multimedia products in the form of on-line learning modules
- Prepares and distributes training certificates for employee files
- Monitors reporting systems for all company training
- Uses manufacturing system and drawings to identify parts and their location
- Corresponds with outside agencies
- Copies, scans, files, and participates in other general office tasks
- Answers phones when needed
- Provides customer service by answering questions and fulfilling customer requests as needed

### **Job Requirements:**

- Minimum of three years prior administrative services work experience
- Excellent knowledge of Microsoft Office and Microsoft Project
- Experience in a company training environment



## EPIC AIRCRAFT JOB POSTING

- Outstanding spelling, writing and grammar skills
- Well-spoken and able to interact with all levels of staff in a productive manner
- Possess the ability to apply mechanical principles such as general mechanical reasoning, visual/spatial relations, and basic tool knowledge
- Highly organized
- Problem solving and conflict resolution skills
- Experience with reporting and presenting information
- Knowledge of general office equipment
- Capable of learning quickly and working in a fast paced environment
- Ability to change tasks or direction promptly, while maintaining ongoing projects in the background
- Capable of working with multiple departments concurrently while managing work load
- Multimedia experience a plus