

Position Title: Administrative Assistant
Status: Full Time Employee
Job Location: Arlington, Virginia
Business Hours: 9:00-5:30 M-F
Start Date: Immediately
Salary: Commensurate with Experience

Company Overview

mba Aviation (mba), established in 1992, is an international aviation consulting firm specializing in transaction advisory, valuation, and strategic analysis within the commercial aviation industry. mba provides support to investment banks, aircraft owners, operators, investors, lessors, airports, and governments on their respective involvement with commercial aviation. More information can be found at www.mba.aero.

Responsibilities

The position is within the Administrative Department, with the following responsibilities:

- Administrative Duties to include (but not limited to):
 - Multi-line phone handling/messages/conference calls
 - Coordinate/maintain company special events, meetings, and conferences and meetings in-house and offsite (i.e. venue reservations, hotel accommodations, conference registrations, and etc.)
 - Order supplies for the office/equipment
 - Ship documents via USPS/FedEx/UPS
 - Type/print/scan/copy documents
 - Maintain client contact repository
 - Support staff, as needed

- Assistant to President and CEO:
 - Manage President and CEO's Calendar
 - Set up meetings, conference calls, etc.
 - Assist with conference calls/notes/minutes
 - Arrange travel (book flights, hotels, etc.)
 - Complete expense reports
 - Research for President and CEO Speaking Engagements and Expert Papers
 - Research/compile data in MSExcel, create charts/pivot tables
 - MSPowerpoint presentations
 - Specialty reports using MSWord, proofreading, editing

- Manage Legal Cases for President and CEO /mba staff
 - Update and prepare Legal Cases and Speaking Engagement Lists/docs
 - Assure NDA's, Confidential information is handled per each job requirement (i.e., document destruction)
- Marketing Activities
 - Manage Company website
 - Manage Social Media profiles
 - Manage external sponsorships and advertising

Qualifications and Skills

- Authorization to work in the United States (Employment Eligibility Verification (I-9) Form)
- Working knowledge of Microsoft Office skills with excellent use of Word, Excel, Powerpoint, and Outlook
- Experience booking travel to include researching for air transportation, lodging, rental cars using online platforms (i.e. Concur, Egencia, etc.), is preferred
- Organization, time management, and attention to details
- Self-starter and able to problem solve

Benefits

Health Insurance, Dental Insurance, Long-Term Disability Insurance, Life Insurance, Flexible Spending Account (FSA), Paid Parking, Paid-Time-Off (PTO), 401K participation with company matching contribution.