

**Position Description:**  
**Executive Assistant**

**Status:** Full Time Employee (In office, not remote work)

**Job Location:** Arlington, Virginia

**Business Hours:** Monday-Friday, 9:00 a.m. -5:30 p.m.

**Start Date:** Immediately

**Salary:** Commensurate with Experience

**Job Summary:**

The Executive Assistant provides direct administrative and operational support to the Chief Executive Officer (CEO).

**The Ideal Candidate:**

- Interested in Aviation.
- A detail-oriented self-starter with the ability to prioritize and make decisions.
- Excellent verbal and written communication skills.
- Comfortable with interacting with high-level executives.
- Knowledgeable in travel coordination & event planning.
- Flexible and able to adapt with changing demands of the job.
- Has a willingness to learn.

**Qualifications and Skills:**

- Good working knowledge of Microsoft Office, MS Teams, Outlook, and Adobe Creative Suite (Adobe Acrobat, Illustrator, etc), and Canva.
- Basic WordPress knowledge.
- Experience booking travel to include researching for air transportation, lodging, rental cars using online platforms (i.e. Egencia, web, etc.), is preferred.
- Experience with technical writing and editing is preferred.

*Authorization to work in the United States (Employment Eligibility Verification (I-9) Form).  
No visa sponsorship is available for this position.*

## **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](http://www.mba.aero)

## **Benefits**

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