

Company Description:

Airdyne is a small, privately owned, highly focused aircraft special mission systems engineering, manufacturing and aerospace research firm.

Position Title: Executive Assistant for Administration

Location: Brooksville, Florida, USA

Essential Duties and Responsibilities:

- Work at the direction of the CEO in support of administrative duties that are related to, human resources, regulatory compliance, finance, and marketing.
- Interface with, and support as directed, other departments as instructed.
- Interact with commercial and governmental entities as needed to accurately complete assigned tasks
- Conduct fundamental regulatory research as directed; typically, with respect to the FAR/DFARS, contract and employment law.
- Coordinate the recruiting and new hire process.
- Assist the CEO and Quality Manager with compliance obligations.
- Develop expert knowledge of an ERP system.
- Other relevant duties as assigned.

Education and/or Work Experience Requirements:

- An education and experience that has given you a strong vocabulary and the ability to communicate clearly, concisely, effectively; both verbally and in writing. Evidence of this should be clear in your resume.
- Four-year degree from an accredited university; B.A./B.S.
- Knowledge of defense related contracts or governmental contracts.
- An understanding of human resource issues
- Proficient in Microsoft Suite, and some experience with ERP systems.
- Proven ability to handle multiple projects simultaneously.
- Demonstrated ability to work as a strong contributor in a team environment on complex projects.
- Detail-oriented, dependable, motivated, ability to work with minimal supervision.
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the federal, state and local standards.
- Work environment is an office. Seated or standing at a desk for most of a ten-hour workday

Type of Work: Administrative, with an emphasis on human resources, marketing, plus regulatory research.

Salary and Benefits: Based upon qualifications.

Job Type: Full-time

Eligibility of Applicants: U.S. citizen or Permanent Resident.

Travel: No

Relocation: No

Interview Type: Telephone or Company Site

All applicants must include a cover letter and salary requirements to be considered.

Cover letter must provide the following:

1. Introduction
2. Reason that individual would be the best fit for the position
3. Questions about the position.
4. Salary Requirements

Airdyne Aerospace participates in E-Verify employment authorization.

Airdyne Aerospace is compliant with 52.222-35, Equal Opportunity for Veterans; and 52.222-36, Equal Opportunity for Workers with Disabilities.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, disability, age, genetic information, or protected veteran status.