



JOB POSTING

Position: Administrative Assistant
Locations: Dripping Springs, TX (Austin, TX area)
Description: Expanding Avionics Systems Integration Company seeks Administrative Assistant to provide front office support and customer service for busy engineering office.

Company Quality Policy:

L2 is committed to quality and continuous improvement in all areas of our organization. We provide solutions based on our customers' needs and are dedicated to ensuring that all expectations are surpassed. We are fanatical in ensuring our solutions meet or exceed regulatory and customer requirements. Working as a team, all employees are involved in the continuous quality improvement process to ensure that the company goals for quality, timeliness, responsiveness and innovation are met, thereby ensuring customer satisfaction.

Primary Responsibilities:

- Meet and greet L2 visitors, answer phones, redirect calls and take messages as required
- Directs visitors to appropriate L2 area and/or staff member
- Provide general and administrative support as required
- Issue visitor badges as required
- Assist with new employee processing
- Maintain a safe and clean reception area
- Coordinate meetings (Outlook calendars, set up, reserve rooms etc.)
- Book travel as requested
- Coordinate customer/employee meetings and functions (Set-up/clean up, reservations and catering)
- Stock bathrooms and kitchens on a weekly basis
- Point of contact for office cleaning and copier service
- Maintains supplies, including copy machine (check inventory, order and verify incoming) and send requested information to accounting
- Assist with maintaining and updating employee training files
- Create and update accounts and contact information on CRM database
- Maintain accurate records of marketing inventory
- Order uniforms and marketing materials for company and tradeshow as directed
- Process outgoing/incoming mail as required
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories, evaluating new equipment and techniques
- Perform basic filing and clerical duties
- Support other departments as required
- Other duties as assigned by manager or supervisor

Preferred Qualifications:

- High school diploma
- 1 year experience preferred
- Professional personal presentation
- Customer service orientation
- Handles stressful situations and deadline pressures well
- Dependable
- 50 wpm typing ability
- Intermediate user capability with MS Word, Excel, PowerPoint and Outlook is required
- Ability to work with minimum supervision
- Ability to work overtime and weekends as necessary
- Excellent written and verbal communication skills required
- Experience working in a technical environment is preferred but not required
- Self-starter with the ability to handle multiple tasks simultaneously
- Must be detail oriented within a fast-paced environment
- Ability to meet or exceed deadlines
- Must pass background verification and submit to company's Drug and Alcohol Abuse Program
- Must be legally able to work in USA and supply required supporting documentation for the I-9 Form

Contact: careers@L2aviation.com