



## **JOB POSTING**

**Position:** Engineering Administrative Assistant  
**Locations:** Dripping Springs, TX (Austin, TX area)  
**Description:** Expanding company seeks Engineering Administrative Assistant to support all administrative tasks for the engineering department.

### **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:**

- Review and edit technical documents for consistency, grammar, and formatting
- Gather and summarize project budgetary data
- Assist with administrative tasks for multiple projects
- Review and format technical presentations
- Record and distribute meeting minutes
- Work with management and technical staff to ensure data package compliance with company policies and customer requirements
- Maintain records for projects and proposals
- Produce document packages and assemble shipping data packages
- Create, edit and release Bill of Materials (BOMs)
- Other responsibilities will be assigned at the discretion of the Supervisor

### **Preferred Qualifications:**

- Two- or four-year college degree is preferred
- Intermediate to advanced user capability with MS Word, Excel, and PowerPoint is required
- Excellent written and verbal communication skills are required
- Experience working in a technical environment is strongly preferred
- Self-starter with the ability to handle multiple tasks simultaneously
- Experience editing technical documents is preferred
- 50 wpm typing ability
- Must be legally able to work in USA and supply required supporting documentation for the I-9 Form

**Contact:** [careers@L2aviation.com](mailto:careers@L2aviation.com)