



## HI-TEC Professional Solutions, Inc.

### **Administrative Assistant**

Manage all daily administrative services assigned by Field Service Manager.

Monitoring & Prioritizing of Field Service Station Inbox

Retrieval of daily operational delays & cancellation and aircraft out of service information

Retrieval of maintenance & other technical details associated with selected operational interruption events

Coordination of events for customers

Organizing of Field Service Station monthly & business expenses

Organizing Field Service Members Travel as required

Providing assistance with Field Service Weekly Report

Providing assistance with Field Service Monthly Report

providing assistance with weekly new aircraft event reporting

General Office Management

The position will demand the need for working with employees in multi-locations for the distribution of promotional materials to customer

Ad hoc support of regional FSD

And other duties as assigned

Excellent proficiency in Microsoft Office Suite (Excel, Word, Powerpoint, and Outlook).

**Experience: Minimum 3 years of relevant administrative and customer service experience is required, preferably experience of working in a multi-functional international environment.**

**Excellent communication skills in English (both written & oral) are required.**

Must have demonstrated the ability to multi-task and operate with minimal supervision.

Excellent Organizational skills a must.

Experience working in multi-cultural environment desired.

Experience in **data mining** and **data entry** and the **ability to process large data sets** is required

Communication Skills

Communication Skills (Spoken, Written, Influencing, Proficiency in Other Languages):

Fluent English other languages would be a plus

Ability to interact and engage across all levels of organization

**2- full-time position, 2 – locations, Fort Worth, TX & Grand Prairie, TX**

**Hours: 8:00 am – 5:00 pm, M-F**

**Salary - \$30K - \$52K annually**

**To apply please email me Anne Cameron at [anne@hi-tecsolutions.com](mailto:anne@hi-tecsolutions.com) or call 770-575-5855**