



ADMINISTRATIVE ASSISTANT II

Cleveland Hopkins International Airport (KCLE)

Location: Cleveland, OH

Job Status: Part-time (~30-40 hours/week)

Date Posted: 02/25/2020

Adacel Technical Services, Inc. (ATS) provides a complete set of on-site training services for aerospace and defense markets. Services include instructional delivery, simulation operation and maintenance, instructional system design, and training support.

The **Administrative Assistant II** is responsible for a variety of administrative and clerical duties. S/he is aided in their tasks by a variety of office equipment, such as fax machines, photocopiers, scanners, and videoconferencing and telephone systems.

Duties and Responsibilities:

- Creates spreadsheets, reports and documents.
- Composes correspondence and manages databases.
- Negotiates with vendors to purchase supplies, as necessary.
- Manages stockrooms and other areas.
- Retrieves data from various sources.

Required Qualifications:

- High School Diploma or equivalent.
- 5 years of experience operating Windows and associated Microsoft Office applications, including Microsoft Word, Excel, PowerPoint, and Access.
- Capability to enter and extract information from designated Government database programs as required by the authorized COR.
- Ability to format and produce high quality and error-free documents in response to program requirements.
- Must be able to obtain a Public Trust clearance.
- Good interpersonal skills and the ability to work independently.
- Good verbal and written communication skills.

How to Apply:

- You may apply by accessing the following link... [\[Click Here\]](#).

Adacel Technical Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, and protected veteran status.

The duties, responsibilities, and qualifications noted in this job posting were derived from Adacel Technical Services, Inc.'s Remote Pilot Operator (RPO) job description dated March 26, 2018.