



TRAINING MATERIALS ADMINISTRATOR II (FIELD)

Springfield-Branson National Airport (SGF)

Location: Springfield, MO

Job Status: Casual

Date Posted: 09/16/2021

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.

Training Materials Administrator II (Field) is responsible for performing and coordinating an office's administrative activities and storing, retrieving, and integrating information for dissemination to staff and clients. S/he is aided in their tasks by a variety of office equipment, such as photocopiers, scanners, and videoconferencing and telephone systems.

Duties and Responsibilities:

- Performs a variety of administrative and clerical duties necessary to run the organization.
- Uses computers to create spreadsheets, compose correspondence, manage databases, and create reports and documents.
- Negotiates with vendors to purchase supplies, manage areas such as stockrooms and retrieve data from various sources.
- Serves as the information and communication Manager for the office.
- Plans and schedules meetings and appointments.
- Organizes and maintains paper and electronic files.
- Manages projects, conducts research, and disseminates information by using the telephone, mail services, web sites, and e-mail.
- Handles travel arrangements.
- Maintains an inventory of training support materials and supplies.
- Prepares initial requests for printing and/or audiovisual production.
- Serves as a focal point for training materials publication and distributions.
- Performs non-technical clerical duties (filing, duplicating equipment operation, etc.).
- Distributes training materials as required (this may involve distribution to FAA field facilities).

Required Qualifications:

- High School Diploma or equivalent.
- Five (5) years of experience operating Windows and associated Microsoft Office applications, including: MS Word, Excel, PowerPoint, Access, etc.

The duties, responsibilities, and qualifications noted in this job posting were derived from Adacel Technical Services, Inc.'s Training Materials Administrator II (Field) job description dated September 16, 2021.



- The capability to enter and extract information from designated Government database programs as required by the FAA designee.
- The ability to format and produce high quality and error free documents in response to program requirements.
- Must also possess strong interpersonal skills and have the ability to work independently.
- Must be able to pass Government background investigation.
- Must be able to obtain a Public Trust clearance.

How to Apply:

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

Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential functions of this job.

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.