

Position Description: Executive Assistant

Status: Full-Time Employee (In office, not remote work)

Job Location: Arlington, Virginia

Business Hours: Monday-Friday, 9:00 a.m. - 5:30 p.m.

Start Date: Immediately

Salary: Commensurate with Experience

Duties and Responsibilities to include, but not limited to:

Assistant to CEO:

- Manage CEO Calendar
 - Setup meetings, conference calls, etc.
 - Assist with conference calls/notes/minutes
 - Arrange travel for CEO (book flights, hotels, etc.)
 - Complete expense reports
- Research for CEO Speaking Engagements and Expert Papers
 - Research/compile data in MS Excel, create charts/pivot tables
 - MS PowerPoint presentations
 - Specialty reports using MSWord, proofreading, editing
- CEO interaction and support
- Manage Legal Documents for CEO/mba staff
 - Update and prepare Legal Cases and Speaking Engagement Lists/docs
 - Assure company NDA's and confidential information is handled per each job requirement (i.e., document destruction, filing, notice to staff, etc.)

Assistant to Director of Operations/Administration:

- Support Office Administration team in client deliverables (MS Word, MS Excel, Adobe PDF, etc.). Lead office admin team when Lead Admin is on PTO/Out-of-Office
- Assist in answering phones
- Arrange/book travel for all Contractors using company travel system (Egencia)
- Plan company-wide activities (summer outing, happy hours, end of year party, etc.)
- Human Resources Activities:
 - Manage postings for open positions
 - New Employee setup

Assist with Marketing Activities:

- Update company-wide client database
- Compose/proofread email blasts
- Maintain current website with up-to-date information
- Maintain/compose company-wide social media sites
- Company marketing material, i.e., brochure designs, pamphlets, swag, logo designs, etc.
- Manage external sponsorships and advertising
- Organizing company-wide conference attendance and sponsorship booths

Qualifications and Skills

- Authorization to work in the United States (Employment Eligibility Verification (I-9) Form). No visa sponsorship is available for this position.
- Excellent working knowledge of Microsoft Office skills to include Word, Excel, PowerPoint, and Outlook
- Experience booking travel to include researching for air transportation, lodging, rental cars using online platforms (i.e. Egencia, web, etc.), is preferred
- Organization, time management, and attention to details
- Self-starter and able to problem solve

Company Overview

mba Aviation (mba), established in 1992, is an international aviation consulting firm specializing in transaction advisory, valuation, and strategic analysis within the commercial aviation industry. mba provides support to investment banks, aircraft owners, operators, investors, lessors, airports, and governments on their respective involvement with commercial aviation. More information can be found at www.mba.aero.

Benefits

Health Insurance, Dental Insurance, Long-Term Disability Insurance, Life Insurance, Flexible Spending Account (FSA/DCA), Paid Parking or Metro contribution, Paid-Time-Off (PTO), 401K participation with company matching contribution