



VECTRONIC Aerospace is a medium-sized innovative German company in the area of space and environmental technology. We develop and produce highly specialized electronic devices used in these two Collaborative Research Centers. Visit our website www.vectronic-aerospace.com and find out about our extraordinary profile.

We are looking for a part time (9am-2pm) Administrative Assistant to support our Wildlife Division located in Coralville, IA, USA. Our Wildlife Division is responsible for supplying GPS satellite tracking collars for wild animals. Our customers include State/Federal wildlife agencies (DNR, National Park Service, Fish and Wildlife Service) and research universities. The successful candidate will consult with scientist to provide custom solutions involving satellite tracking systems for wildlife.

Closing Date for Applications 6 April 2020

Administrative Assistant

Responsibilities and Duties

- Handle incoming phone calls.
- Operate office machines, photocopiers and scanners, fax machine, voice mail/telephone systems.
- Operate personal computer.
- Maintain and update filing, inventory, mailing and database system.
- Perform accounting tasks including invoicing, accounts receivable, budget tracking.
- Schedule travel arrangements.
- Greet client and vendors upon arrival.
- Create, edit and update spreadsheets and word documents.
- Open, sort and route incoming mail, answer correspondence and prepare outgoing mail.
- Order equipment and supplies.
- Prepare shipments which may be up to 40 lbs.
- Other tasks and responsibilities as assigned
- Position may eventually become a fulltime position.
- Reports to CEO.

Qualifications and Skills

- Bachelor's degree preferred
- +1 years customer service or previous professional office experience.
- Experience with Quick Books.
- Proficiency in MS Office including MS Word, MS Excel and email systems.
- Superior organization skills and dedication to completing projects in timely manner.
- Strong interpersonal communication skills.
- Pleasant, friendly, disposition.
- Detailed oriented and comfortable working in seasonal fast-paced office environment.
- Can operate effectively with little or no supervision and can manage multiple tasks at once.

Requirements

- High School or equivalent education required.
- Ability to lift and move up to 30-40 lbs.
- US citizen required.
- Ability to acquire a US Passport if required.

Offer

Interesting, challenging and demanding job with flexible work schedule in a successful company. A work environment in the field of environmental and space technology. Attractive conditions with good development in an international, highly innovative technology company. Starting salary \$18 per hr. Would you like to make a difference in the world by helping environmental researchers? Please email a list of qualifications and earliest possible starting date.

Contact: chris.kochanny@vectronic-aerospace.com

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