



Tradewind Aviation, LLC
Waterbury-Oxford Airport
5 Juliano Drive
Oxford, Connecticut 06478

phone 203.267.3305
fax 203.267.3310

General Administrative Assistant

Tradewind Aviation is a growing Part 135 Commuter & On-Demand Operator with bases in Waterbury/Oxford, CT (OXC), Westchester, NY (HPN), Boston, MA (BOS) and San Juan, PR (SJU) offering premium scheduled service throughout the Northeast and Caribbean.

For further details, check our website: www.flytradewind.com

Tradewind is looking to hire a full-time Administrative Assistant.

JOB DESCRIPTION:

- Create & track Company IDs for new employees
- Compile and update various employee files and records
- Recruiting for various departments
- Maintain crew car records and general maintenance
- Assist with day-to-day HR functions and duties
- Enter and update information into HRIS
- Various duties as assigned

SKILLS AND QUALIFICATIONS:

Dependability, high level of confidentiality, excellent verbal communication skills, flexibility, tact and willingness to learn.

MINIMUM REQUIREMENTS:

- Knowledge of Microsoft Office: Outlook, Excel, Word, and PowerPoint
- Excellent communication skills

BENEFITS:

Medical, dental, vision, and 401(k) plans available
ZED fare standby travel benefits on various US and International airlines

To apply please send your resume to employment@flytradewind.com