



Tradewind Aviation, LLC  
Waterbury-Oxford Airport  
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## FLIGHT OPERATIONS ADMINISTRATIVE ASSISTANT

Tradewind Aviation is currently seeking a part-time Flight Operations Administrative Assistant to join a dynamic team at the Oxford, Connecticut headquarters.

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

For further details, check our website: [www.flytradewind.com](http://www.flytradewind.com)

### RESPONSIBILITIES INCLUDE:

- Provides support to the Flight and Training Operations Department.
- Data entry, tracking and organizing the secure filing of crew training records, including image and records retention process.
- Assist department with new hire induction process.
- Various projects as assigned.
- Communicate with internal and external parties as appropriate.
- Other duties as assigned by the Director of Operations.

### PREFERRED QUALIFICATIONS:

- At least one year of administrative experience.
- Demonstrated organizational and project management skills.
- Ability to work independently and cohesively in a group.
- Must have strong work ethic, attention to detail, ability to multitask, and have a positive attitude.
- Strong written and oral communication skills.
- Excellent interpersonal and communication skills.
- High energy, highly organized and resourceful.
- Microsoft Office Suite – Outlook, Word, Excel, and PowerPoint.

### MINIMUM QUALIFICATIONS:

- High School education is required.
- Associates or Bachelor's degree is a plus.
- Aviation background is a plus.

To apply please send your resume to [employment@flytradewind.com](mailto:employment@flytradewind.com)

Tradewind Aviation, LLC. Is an Equal Opportunity Employer.