



For Immediate Release - June 10, 2011

Administrative Assistant – Part Time

Established and growing FAA Part 145 Repair Station in Van Nuys, CA has immediate opening for a part-time experienced Administrative Assistant to assist Office Manager. Direct report to Facility Manager, supervised by Office Manager.

Responsibilities & Requirements

- Part Time: 10 am – 3 PM, Mon – Fri, Hourly
- Back-up Office Manager for telephone coverage and greeting walk-in traffic when Office Manager is out of the office (lunch, breaks, jury duty vacations, daily/weekly facility meetings, etc.)
- Shipping and receiving of avionics equipment and parts.
- Filing, facility supplies storage, and light clerical duties.
- Proficiency in MS Office products (Outlook, Word, Excel, PDF, Scanning) a must.
- Experience in aviation administrative support and/or customer service required.

Opportunity to transition to full-time will be considered upon evaluation of performance, punctuality, willingness to learn and excel with additional responsibilities including assisting with customer service and sales support.

Attractive Compensation & Benefits

Email or fax resume & salary requirements to
Derek Freeman, Facility Manager dfreeman@triumphgroup.com
Fax: 818-988-6611

Triumph Group is an equal opportunity employer