

Albinati Aeronautics, a well-established Geneva-based business aviation company active in the field of charter, management and trade of business jets with offices in Malta and Italy is seeking to engage a full time motivated and experienced

Administrative Assistant

to ensure reception tasks and to integrate our Training Department at our headquarters in Geneva

Job description

Within a small team, the successful candidate's responsibilities will include:

Reception:

- Keep the reception desk, answer the phone, welcome visitors, monitor and maintain office equipment
- Any other duties as required by the position

Training Department:

- Provide efficient support to the Training Manager and the Training department
- Schedule and organise training events as well as the related travels (flight reservations, accommodations, car rentals)
- Establish the companies' annual training plan for simulator and ground courses
- Manage, handle, track and archive training documents and certificates in compliance with company and regulatory requirements
- Liaise with training organisations, clients, crew members and operations department for all matters related to training
- Review, approve and deal with training invoices
- Assist the pilots with training matters and country entry requirements

Candidate's profile

- Well presented with excellent telephone manners and a positive attitude
- Fluent in French and English
- Computer literate
- Quick learner, proactive, flexible and service driven
- Meticulous and able to work independently
- Highly organised with the ability to prioritise
- Previous experience of 2 years minimum as an administrative assistant
- Swiss or EU/EAA

We offer

- A challenging position in a fast-growing company
- An interesting and stimulating working environment
- The motivation of a young and dynamic team
- Remuneration in accordance with experience and competences

We look forward to receiving your application together with a motivation letter and the following documents at job.rcct@albinati.aero

- Curriculum Vitae
- Copy of diploma(s) and other relevant qualifications
- Copy of previous employments' work certificates

***Only applications from candidates fulfilling the above-mentioned pre-requisites will be answered.
Thank you in advance for your understanding.***