



**Position Available: ADMINISTRATIVE ASSISTANT**

**Contact:** 619-448-5991 or send your resume to [careers@circleag.com](mailto:careers@circleag.com)

**Circle Air Group** is the newest full service FBO in San Diego located at Gillespie Field. We offer world class concierge services, aircraft ground handling, line services, maintenance and avionics to corporate and general aviation customers. At Circle Air, we provide exceptional personalized customer service to create a memorable experience and life-long customers. We are looking for an individual that is an excellent communicator, highly organized, loves aviation, enjoys a fast-paced entrepreneurial environment and takes pride in their work.

**Compensation**

Salary commensurate with experience

**Benefits Offered**

Medical, Dental, Vision & Life

**Employment Type**

Full-Time

**Who We're looking for**

- Highly organized, positive, loyal, professional individual
- Strong analytical, written and oral communication skills
- Meticulous attention to detail and accuracy
- Exceptional memory with names and numbers
- Multi-tasker with "can-do" attitude and love of learning
- Team player willing to embrace change in entrepreneurial, fast-paced environment
- Self-starter that works well independently without direct supervision and within a team
- Creates and spreads positive culture
- Someone who wants to be the best version of themselves
- Excellent phone and computer skills, both Mac & MS Office
- Critical time management skills—able to prioritize
- Dependable, reliable and flexible

**Position/Responsibilities/Expectations**

- Provide support to top level Managers and Directors
- Assist Parts Manager and Chief Inspector with:
  - Creating, processing, and completing work orders
  - FAA filing requirements
  - Shipping & receiving
  - Client & vendor relations
  - Repair Station Manual Updates
  - Pricing updates in EBis
  - Permits & licenses
  - Purchase orders
  - Parts inventory, inspection and warranty claims

- Executive Admin to Director of Maintenance including:
  - General clerical duties (typing, filing, etc.)
- Executive Admin to Director of Customer Service including:
  - General clerical duties (typing, filing, etc.)
  - Assist with travel arrangements, catering, ordering office supplies, etc.
  - Serve as back-up to Customer Service Representatives to relieve for breaks
  - Assist with Customer Relations
  - Occasionally run errands or transport clients
- Maintain Circle Air positive, friendly, professional image at all times
- Professional growth opportunities within the company
- Other duties and tasks as assigned

### **Requirements**

- Experience in aviation
- MS Word, Excel, PowerPoint, Gmail & EBis
- Must pass drug test prior to employment
- Must possess valid state Driver's License and meet company insurance requirements
- Must be at least 18 years of age
- Bachelor's degree or equivalent experience
- Flexible schedule and ability to work days, nights and/or weekends

### **About Circle Air**

Circle Air Group, located at Gillespie Field (KSEE) in El Cajon, CA, is a full service FBO offering a private passenger terminal with world class concierge services and amenities, the largest FAA Class III Part 145 repair shop in San Diego and comprehensive onsite avionics shop. Our maintenance technicians have over 30 years of experience, specializing in Citation, King Air, Gulfstream, Challenger, Falcon and larger aircraft. We have over 70,000 sq. ft. of hangar rental space and over 400,000 sq. ft. of concrete ramp space. With Gillespie Field being only 20 minutes from La Jolla and Downtown, it is a hidden gem in the world of corporate and private air travel.

In the first quarter of 2017, we began major renovations, transforming one of the nicest facilities in San Diego to one of the finest in the country, including an elegant interior suite remodel, gorgeous contemporary exterior, and development of a 3-acre parcel constructing 40,00 square feet of additional hangars with contiguous ramp space.

At Circle Air our philosophy is simple ... give our customers the best possible experience and they come back. We love aviation. That's why Circle Air is committed to having a passionate team that anticipates our customer's needs, pays great attention to detail, safety and security, and strives for excellence in everything we do. We are also proud to be a member of the esteemed Air Elite Diamond Service Network of exceptional FBOs worldwide.

Check us out at [www.circleag.com](http://www.circleag.com)