



Position Vacancy Announcement

Executive Administrative Assistant

Aurora Launch Services (ALS): Aurora Launch Services is a wholly-owned subsidiary of Alaska Aerospace, established to provide low cost, highly reliable launch services on a contract basis to both government and commercial space launch customers worldwide. The company is headquartered in Anchorage, Alaska.

Position Description:

Under the direction of the Aurora Launch Services President, the Executive Administrative Assistant performs routine and recurring assignments including scheduling meetings, making travel arrangements and organizing daily calendars. To be successful in this role, the successful candidate should be proactive, meet deadlines and communicate effectively.

Primary Job Responsibilities:

- Coordinating daily calendars of senior managers
- Planning appointments and events
- Acting as the point of contact between executives and employees/clients
- Acting as the administrative point of contact between the executives and internal/external clients
- Undertaking the tasks of receiving calls and emails and redirect them when appropriate, take messages, and routing correspondence
- Handling executives' requests and queries appropriately
- Maintaining executive's agenda and assist in planning appointments, board meetings, conferences etc.
- Attending meetings and keep minutes
- Make travel arrangements
- Monitor office supplies and negotiate terms with suppliers to ensure the most cost-effective orders

Required Knowledge/Experience/Qualifications:

- High School degree or GED certificate; additional qualification as personal assistant would be considered an advantage
- Familiarity with online calendars and cloud systems
- Experience using office equipment, including printers and fax machines
- Strong communication skills (via phone, email and in-person)
- Knowledge of office procedures
- Strong computer skills using accounting software. Proficient in MS Office
- Experience exercising discretion and confidentiality with sensitive company information
- Exceptional organizational and multi-tasking skills.
- Excellent communication (oral and written) and interpersonal skills
- Ability to prioritize workload and self-manage projects, handle multiple tasks and meet strict deadlines
- Proficiency in English
- Able to work with all levels of employees and management within the organization
- Well-developed time management skills.

This is a full-time position that may be located in Anchorage or Kodiak, Alaska.

Equal Employment Opportunity Statement

It is the policy of Aurora Launch Services to provide equal employment opportunity to all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

Compensation

A competitive salary and benefits package, determined upon experience level of individual, will be negotiated after an offer to hire has been given.

To Apply

Please send a cover letter and resume to Craig Campbell, President, Aurora Launch Services, 4300 "B" Street, Suite 101, Anchorage, AK 99503. This position will remain open until filled.