



USA Mesa, AZ Executive Administrative Assistant Job Description

Reports to: Reports to the Chief Operations Officer

Works closely with: Samaritan Aviation Staff in the U.S. and PNG.

Skills/Qualifications required: Administrative, Microsoft Office experience, management skills, analysis and organizational abilities, supply management, basic office experience, relational, good communications skills, team player, and able to multi-task. Prefer a minimum of 2 to 4 years experience and college education.

Job Purpose: To support Samaritan Aviation operations.

Job Duties:

- Assist the COO in all responsibilities as assigned.
- Communicate via one-on-one, phone and emails for SA in a timely manner.
- Organize and maintains hardcopy as well as electronic filing systems for SA.
- Practice flexibility with the organization & be a team player.
- Assist with the planning, logistics and coordination of retreats, fundraisers, air shows, all SA functions.
- Develop, maintain and update data software systems assigned.
- Coordinate publicity, public relations, and promotional and advertising efforts.
- Participate and staff meetings.
- Assist with generating and editing document and contents.
- Ability to hold a valid Arizona Driver's License and possesses a car that can be used for work purposes.