**Office Administrator / Shipping Receiving Support**

Competitive wages and benefits, growing company, convenient Spokane Valley location.

SkyOne Aerospace is an FAA certified Repair Station that provides repair and overhaul services for commercial and military aircraft. The SkyOne Aerospace team has the reputation of being experts in their field, providing high-quality products and service.

We’re looking for an individual who is a spectacular office administrator who’s ready to get their hands dirty as needed. The preferred candidate is a problem-solver who pays attention to detail and has a strong work ethic, honest and a very good teammate. With the ability to multitask and support multiple departments.

Job Duties and Responsibilities for Office Administrator:

* General office work - must be proficient in word and have general knowledge of office equipment
* Should have a caring phone voice and a helpful email presence
* A fantastic team-mate – ready to help whenever
* Website Maintenance, basic fixes
* General problem-solving skills needed
* Phone systems knowledge helpful
* Ability to work independently and to complete daily activities according to work schedule
* Monitor supply levels for breakrooms and restrooms
* Ability to understand and follow written and/or oral instructions
* Help maintain the fire suppression system
* Great attention to detail – will be responsible for finalizing work orders

Job Duties and Responsibilities for Shipping / Receiving Support (as needed):

* + Check all incoming and outgoing orders for accuracy
  + Keep neat and orderly records of all incoming and outgoing shipments – great attention to detail
  + Use equipment properly – operate forklift, pallet jacks, overhead crane, foam machine, company truck, etc. as needed
  + Work cooperatively with team members to keep shipping and receiving schedules
  + Keep shipping and warehouse areas clean
  + Basic tool knowledge and use
  + Able to work safely and independently
  + Will be responsible for creating repair orders and work orders – will be handling parts sent for repair, tools sent for calibration, incoming work orders and outgoing work orders
  + Some lifting, standing, sitting, squatting, pulling, pushing – working with units that range from less than a pound up to 50lbs along with wood, plastic, and metal crates
  + Overall willingness to learn and grow with the company

INTERESTED? Please send your resume now!

Job Type: Full-time Monday through Friday 7am to 3:30pm

Pay: $15.00 - $18.00 per hour or DOE

**Pre-employment background testing and drug screen  
DOT regulated random drug and alcohol testing**