

Worldwide Jet Charter, Inc. leads the industry in the delivery of private transportation services. We embrace the highest possible standards when it comes to safety and security. We are known throughout the world for our standards of service to our clients, operational excellence and business ethics.

- Answer and direct phone calls
- . Must be available to work all shifts
- Write and distribute email, correspondence memos, letters, faxes and forms
- Maintain contact lists
- Provide general support to Flight Coordinators and Supervisors
- Act as the point of contact for internal and external clients
- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers

#### Skills

- Proven experience as Receptionist or office admin assistant
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task
- High School degree; additional qualification as an Administrative assistant or Secretary will be a plus

#### Benefits:

- Medical insurance 100% Employer-sponsored premium for Employee on select medical plan
- Dental insurance
- Life and Accidental Death & Dismemberment insurance 100% Employer-sponsored premium for Employee's for \$50K and the option to add additional life and AD&D up to \$500K or five times your basic annual earnings.
- 401 (K) Retirement Savings Plan
- Health Care Spending Account (HSA)

Disclaimer: The requirements and specifications listed above are intended to describe the general function and level of personnel assigned to this clarification. It is not intended to limit any additional responsibilities, duties and/or skills that may be required of the candidate.

Send email to [clarissa.poe@worldwidejet.com](mailto:clarissa.poe@worldwidejet.com)

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