



Administrative Assistant

About this Role:

Skyward, Ltd. is a growing Dayton, Ohio-based small business in the aerospace and defense industry specializing in engineering services and technology development for the Department of Defense (DoD) and industry customers. Skyward is currently seeking an Operations Assistant for their headquarters location. This position will support the Operations Manager in accounting, finance, contracts, human resource and other functional areas.

Responsibilities:

Responsibilities include, but are not limited to general office operational functions, such as electronic file organization and tracking, document editing, meeting organization and scheduling, industry partner agreement tracking and organization, customer deliverable tracking, assistance with invoicing and accounts receivable and payable, maintenance of tracking databases, maintenance of a time charging system, and supporting company executives with administrative projects. Potential growth areas include maintaining company Enterprise Resource Management (ERP) system, accounting functions, government contracts, human resources, and document and cyber security duties.

Skills:

- At least 3-5 years of general office experience
- Proficiency and experience utilizing Word and Excel
- Experience with other Office 365 tools, including Teams and Outlook Calendar maintenance and tracking for company executives
- Electronic filing and maintenance of electronic files
- Experience with accounting principles
- Excellent organizational skills and attention to detail
- Ability to multitask in a sometimes fast paced environment
- Excellent verbal & written communication skills
- Experience working with financial software, DoD contracts or DoD security will be considered a plus
- Experience with Unanet ERP will be considered a plus

Minimum Qualifications:

US Citizenship Required with an ability to obtain Secret Clearance
Associate's Degree in a business-related field

About Skyward, Ltd.

Skyward, Ltd.'s mission is to enhance the survivability and mission effectiveness of our customers' people and resources through professional and engineering services and research and development. Expertise areas include test & evaluation, modeling &

simulation, machine learning, software development, and 3D scanning and reverse engineering, with focused solutions in the areas of fire protection, structural analysis, unmanned aerial systems and geospatial products, and additive manufacturing.

Benefits:

Skyward offers competitive salaries and benefits, including:

- Retirement plan with annual employer contributions
- Comprehensive health insurance package, including dental and vision
- Employer-provided Health Savings Account contributions
- Life insurance
- Paid Federal holidays
- Remote working opportunities
- A generous paid time off plan

Skyward Ltd. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, marital status, veteran's status, disability, sexual orientation, gender identity, or any other protected class set forth by federal or state law.

Skyward is a Drug-Free Workplace

All benefits are subject to plan eligibility rules, and legal requirements; from time-to-time benefits may be updated or modified.

This job description is designed to provide general guidance in job tasks and is not meant to be all-inclusive of the responsibilities, duties, and skills required of this position. As business demands and needs change, the essential functions of this position may be updated to reflect the needs of Skyward, Ltd.

About this Job

Skyward, Ltd. is a rapidly growing small business in the aerospace industry specializing in engineering services and technology development for the Department of Defense (DoD) and industry customers. Skyward is currently seeking an Administrative Assistant for their Dayton, Ohio location. This position will support the Operations Manager in financial, contract, human resource and other functional areas.

Essential Duties and Responsibilities:

Responsibilities include, but are not limited to general office organizational functions, such as copying, filing, mail distribution, bank deposits, and document scanning; document editing; assistance with invoicing and accounts receivable and payable; maintenance of tracking databases; maintenance of a time charging system; and supporting company executives with administrative projects. Potential growth areas include assistance with maintaining accounting system, maintaining contractual records, and security duties.

Skills, Proficiencies:

- At least 3 years of general office experience
- Computer experience utilizing Microsoft Office
- Excellent organizational skills and attention to detail
- Excellent verbal & written communication skills
- Experience working with financial software, DoD contracts or DoD security will be considered a plus
- A minimum of an Associate's Degree in a business-related field desirable

Minimum Qualifications:

US Citizenship Required with an Ability to Obtain Secret Clearance

Skyward offers competitive salaries and benefits, including:

- Retirement plan with annual employer contributions
- Employer provided Health Savings Account contributions for eligible employees
- Life insurance
- Comprehensive health insurance package, including medical, dental and vision
- Paid Federal holidays
- A generous paid time off plan

- Administrative Assistance
- Financial Accounting
- Microsoft Office
- Timekeeping
- Accounts Payable & Receivable
- **Add skill**
Add skill
Preview

Screening question

Required qualifications

- Are you legally authorized to work in the United States?
Ideal answer: Yes
- Have you completed the following level of education: Associate's Degree?
Ideal answer: Yes
- How many years of work experience do you have using Microsoft Office?
Ideal answer: 3
- How many years of Administrative experience do you currently have?
Ideal answer: 3
- Do you speak English?
Ideal answer: Yes