



**Administrative Assistant II  
Springfield–Branson National Airport  
Springfield, Missouri, in Greene County (SGF)**

Adacel Technical Services, Inc. “ATS” provides a complete set of on-site training services for aerospace and defense markets. Services include instructional delivery, simulation operation and maintenance, instructional system design, and training support.

The Administrative Assistant II is responsible for a variety of administrative and clerical duties necessary to run an organization. These individuals are aided in their tasks by a variety of office equipment, such as fax machines, photocopiers, scanners, and videoconferencing and telephone systems.

**Job Responsibilities**

- Create spreadsheets; compose correspondence, manage databases; and create reports and documents.
- May negotiate with vendors to purchase supplies.
- Manage areas such as stockrooms and retrieve data from various sources.

**Requirements**

- Five (5) years of experience operating Windows and associated Microsoft Office applications, including: MS Word, Excel, PowerPoint, Access, etc.
- The capability to enter and extract information from designated Government database programs as required by the authorized COR.
- The ability to format and produce high quality and error free documents in response to program requirements.
- The Administrative Assistant II must also possess strong interpersonal skills and have the ability to work independently.
- Must be able to obtain a Public Trust clearance.

Submit your resume to [careersusa@adacel.com](mailto:careersusa@adacel.com) if you are interested in this opportunity.

Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential functions of this job.

Adacel Technical Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability and protected veteran status.