



Now Hiring

Founded in 1982, Preferred Airparts has become a leading supplier of New Surplus and used aircraft parts for nearly anything that flies. Cessna parts are a mainstay here at Preferred but we also constantly buy new surplus inventories of Piper, Continental and Lycoming parts as well, along with many others. Douglas DC-3's and parts for them have also become items of interest to us. Preferred Airparts is a family business with a commitment to serving God through the resources He entrusted to us.

Preferred Airparts has an opening for a Part Time Secretary. The responsibilities for this position will be processing customer orders and generate paperwork for shipping. Greet customers and visitors, and provide excellent customer service. The successful candidate will have good people skills, **be proficient with 10 Key and data entry**, be familiar with invoicing and payment processing, have excellent computer and organizational skills, phone etiquette, a team player, customer focused, have a positive attitude and a willingness to learn.

Note: This position **requires** that the candidate be **proficient with 10 Key and data entry**, or they will not be successful in this position. Thank you!

JOB DESCRIPTION

TITLE/DEPARTMENT: Secretary

TYPE OF POSITION: Part Time: 3 days - 9am-5:30pm

DUTIES AND TASKS:

- Cash Receipts – pay off credit card transactions from the previous day
- Process Sales Orders to create Invoices
- Compile any necessary paperwork required for transportation (airway bills, labels, etc.)
- In charge of the invoice files (filing, rotating drawers/boxing, etc.)
- Post all Mail shipments (includes calendars around the end of the year, also refilling the meter, ordering forms)
- Process Credit Card transactions
- RMA & CORE Refunds
- Petty Cash (includes rolling coin from pop machine)
- Walk-in Customers & Visitors
- Answering the Phone
- Keep tabs on the office supplies – place the order with Sales Manager when necessary
- Print and keep PO slips stocked
- Once a week, empty and shred papers from the "To Shred" box
- Perform work assignments in a safe and efficient manner.
- Other duties and tasks as assigned by management

JOB REQUIREMENTS AND QUALIFICATIONS:

- **Proficient with 10 Key and data entry**, above average computer skills, experience with accounting software.
- Ability to work with others, multi-task, and prioritize

- Self-Motivated, and a Positive Attitude are essential
- Customer service and attention to details
- Professional verbal and written communication skills
- Experience in general aviation helpful.
- High School Diploma

Physical Requirements of The Position

- Bending, Stooping, Standing, Twisting, general office tasks.
- Sitting at a computer for extended periods of time.
- Able to lift 25 lbs.