



**POSITION TITLE:** Aerospace Programs Assistant

**LOCATION:** Brooksville, Florida, USA

**SUMMARY OF POSITION:**

1. Working within the Program Management office, this position could be either entry-level or mid-level.
2. Working under the supervision of experienced Aerospace/Defense Programs management this position will produce reports, contribute to proposals, coordinate and participate in program management meetings, interact with program management personnel within the Airdyne Group of companies, our vendors, and customers.
3. A Program Management department is responsible for essentially being the customer's advocate within an organization to monitor progress in meeting contracted deliverables and managing customer expectations. The office will always be a center of corporate activity as it is required to always know the status of all contract deliverables.

**QUALIFICATIONS:**

- Excellent oral and written communications skills, enthusiastic, intelligent, and attentive to detail.
- Work and education experience could vary widely.
- Must be organized.
- Experience in the defense and/or aerospace industries is preferable, but not required.
- Experience with an ERP system is a plus, but not required.
- Must have solid MS Word and Excel skills.

**CERTIFICATES / RATINGS REQUIRED:** Bachelor degree in aerospace mechanical and/or structures, or related degree

ELIGIBILITY OF APPLICANTS (Check all that apply)		<input checked="" type="checkbox"/> CITIZEN	<input checked="" type="checkbox"/> PERMANENT RESIDENT		AUTHORIZED WORK STATUS (OPT/H1B)
TRAVEL?	<input checked="" type="checkbox"/> YES	NO	RELOCATION?	<input checked="" type="checkbox"/> YES	NO
INTERVIEW TYPE	ON-CAMPUS		<input checked="" type="checkbox"/> TELEPHONE		<input checked="" type="checkbox"/> COMPANY SITE

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.