



Open Position - Administrative Assistant

Position Title: Administrative Assistant

Department: Administrative

Job Function: Communications, Organizational, Planning, Customer Service

Location: Virginia Beach, VA Corporate Office

Reporting: Chief Executive Officer & Chief Operating Officer; Department Heads

About DroneUp

DroneUp is an end-to-end aerial data collection services provider for large, autonomous drone missions; leveraging our patent-pending platform, *Mission Match™* in both iTunes & Google Play app stores. Through *Mission Match™*, DroneUp locates, qualifies and deploys drone pilots to client requirements delivering on-demand drone services in-app alongside 24/7 manned, mission oversight. DroneUp is poised to assist industries in adopting drone services in a variety of industry verticals such as Agriculture, Construction, Inspection, Insurance, Commercial Real Estate & Property Management, and Government Agencies.

Position Summary

DroneUp is seeking an energetic Administrative Assistant for a fast-paced office environment to ensure efficient operational support. This position supports the executive team and department heads through a variety of tasks related to communication, planning, and organization. The Administrative Assistant will have the ability to complete all tasks accurately, delivered with high quality and in a timely manner. The Administrative Assistant will report to the Chief Executive Officer and Chief Operating Officer with department head oversight.

The ideal candidate is a team-player able to demonstrate excellent communication, organizational, and planning skills.

Lite travel may be required.

Responsibilities*

Communication

- Answer and direct phone calls; take phone messages and pass them on
- Maintain and provide DroneUp information by answering questions and requests
- Organize and schedule meetings and appointments
- Provide welcome and general support to visitors
- Write correspondence via letters and emails on behalf of self and other office staff
- Take accurate minutes of meetings as needed
- Receive, sort and distribute the mail; handle all shipping and receiving
- Manage executive team appointments
- Produce and distribute correspondence: emails, memos, letters, faxes, and forms
- Assist in the preparation of regularly scheduled reports
- Handle sensitive information in a confidential manner

Organization

- Maintain a virtual filing and manual filing system
- Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Handle multiple projects at once
- Order office supplies
- Keep shared employee areas clean and replenished
- Ensure operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies

Planning

- Internal and external event planning
- Assist with meeting arrangements for the executive team and department heads
- Organize travel arrangements for the executive team and department heads
- Book conference calls, rooms, taxis, couriers, hotels, etc.
- Develop and update administrative systems to make them more efficient
- Requires lifting heavy and awkward objects

*Additional responsibilities and requests may be added or included.

Qualifications

- Knowledge of both Google Suite & Microsoft Office Skills preferred
- 2-5+ years of administrative assistance experience preferred
- Knowledge of the drone industry preferred but not required

How to Apply

Please submit your resume and cover letter to careers@droneup.com.

We are an equal opportunity/affirmative action employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity or expression, sexual orientation, national origin, disability, age or status as a protected veteran, or any other characteristic protected by law.