



Open Position - Project Administrator

Position Title:	Project Administrator
Department:	Flight Operations
Job Function:	Support Flight Operations with Administration Functions
Location:	Virginia Beach Corporate Office
Reporting:	Flight Operations Manager

About DroneUp

DroneUp is a team of thinkers, doers, and collaborators bound together by our commitment to inspire drone technology leadership.

We build drone technology and deliver on drone flight services to help our customers succeed. Our goal is to revolutionize the business ecosystem by connecting drone technology to communities around the globe.

Recognized as an innovative leader, DroneUp transforms organizations with drone delivery and drone technology solutions. We develop SaaS platforms having patented mobile app technology available at the Apple App and Google Play Stores. With technology-driven customers, together we inspire the future of drone services, providing intelligent access to airspace, automation innovation, streamlined process management, operational efficiency, and a commitment to safety.

Headquartered in Virginia Beach, Virginia, DroneUp was founded in 2016 by Tom Walker. DroneUp quickly moved from an American small business start-up to a global leader, receiving a significant investment from the #1 retailer in the world, [Walmart, Inc.](#) DroneUp, a privately held company, works with more than 20,000 drone pilots to serve its customer portfolio and is dedicated to connecting communities to drone technology globally. Visit our [careers website](#) to learn more about our values and opportunities at DroneUp.

Position Summary

Working with flight operations, the Project Administrator will manage all department's administrative tasks to enable Project Managers and Coordinators to focus on flight plans, scheduling, and managing of missions.

Responsibilities

- Track and communicate requirements for drone pilots
- Interact with pilots on projects as needed
- Manage data from pilots
- Social media engagement as required
- Document development and maintenance
- Record keeping
- Other duties as assigned

Minimum Required Education, Experience, Licenses, and Certifications

- Associates degree in business or equivalent work experience in an administrative capacity
- Proven experience in managing multiple projects
- Ability to handle managing and moving large volumes of photos and videos
- Advanced experience in Excel or Google documents
- G-Suite experience a huge plus
- Ability to quickly learn new technology
- Must be highly organized and detail-oriented with excellent time management skills
- Ability to build and maintain good relationships with drone pilots inside and outside of the organization
- Ability to communicate professionally and effectively at all levels of the company
- Familiarity with aviation or the drone industry a huge plus
- Part 107 certification a huge plus

Essential Mental & Physical Requirements

- Ability to work under stress and meet deadlines
- Ability to quickly change focus
- Ability to lift/move/carry approximately 25 pounds

Travel

0 - 5%

How To Apply

Please submit your resume with salary requirements to careers@DroneUp.com