



EXECUTIVE ASSISTANT/OFFICE MANAGER. BRISBANE, AUSTRALIA

Welcome aboard!

About Skytrans

Skytrans, is a proud member of the Avia Solutions Group, an internationally recognised provider of ACMI services in the aviation industry. With an ambitious plan to expand our footprint in Australia, we are seeking a highly skilled Executive Assistant /Office Manager to join our Brisbane office. This is an excellent opportunity for a proactive, organised, and detail-oriented individual to support our Managing Director at the heart of our growing operations.

Position Overview

The Executive Assistant will provide comprehensive administrative support to the Managing Director, ensuring smooth and efficient operations as we embark on this new phase of growth. This is not a traditional EA position—we are looking for candidates who are curious, proactive, and eager to learn about the aviation industry. In the fast-paced environment of Skytrans, no two days will ever be the same. The ideal candidate must be keen, adaptable, and reactive, ready to take on a variety of tasks ranging from purchasing office supplies and collecting data for presentations to booking travel arrangements, taking minutes, and preparing the MD for meetings. Flexibility and adaptability to handle different responsibilities, including office manager duties, are essential in this dynamic role.

Key Responsibilities

- Act as the primary point of contact for the Managing Director, managing calendars, scheduling meetings, and coordinating travel arrangements.
- Prepare and distribute correspondence, reports, presentations, and other documents on behalf of the Managing Director
- Coordinate and facilitate meetings, including agenda preparation, meeting minutes, and follow-up actions.
- Assist in the organisation of corporate events and special projects.

- Manage confidential and sensitive information with utmost discretion and professionalism.
- Serve as a liaison between the Brisbane office and other bases within Skytrans and Avia Solutions Group.
- Oversee office management duties, including logistics, stationery supplies, and real estate lease management, as we have recently moved to our new office on 275 Grey Street.

Qualifications and experience

- Proven experience as an Executive Assistant or similar role, preferably in a corporate aviation environment.
- Excellent organisational and time-management skills, with the ability to prioritise tasks and meet deadlines in an ever-changing environment.
- Strong written and verbal communication skills, with exceptional attention to detail.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- A proactive and resourceful approach to problem-solving, with the ability to anticipate needs and take initiative.
- Curiosity and a willingness to learn about the aviation industry.
- A positive, can-do attitude and flexibility to take on varied responsibilities.
- Keen, adaptable, and reactive with the ability to thrive in a dynamic, fast-paced environment.

How to Apply

If you have the skills and attributes, we are looking for (or thereabouts) we'd love to hear from you. Please submit your application ensuring you have clearly addressed the selection criteria outlined above.

Please note: Due to the volume of applications received, only shortlisted candidates will be contacted. Applicants must be eligible to live and work in Australia as either a citizen or permanent resident and be able to attend and successfully pass pre-employment and continuing medical, drug and alcohol pathology screening. Skytrans is committed to equal opportunity employment through fair recruitment practices.

Queensland-based Australian airline, providing seasonal alternatives to Europe and empowering Avia Solutions Group's ACMI services in the Asia-Pacific.