

Job Title: Administrative Assistant

Location: Denver/Boulder, CO

Company: TrustJet, LLC

Compensation/Rate: Salary Range: \$25-\$35/hr (Based On Experience)

Benefits:

(Potential timing and launch of benefits TBD.)

- 401(k)
- Health Insurance
- Dental & Vision Insurance
- Health Savings Account & Flexible Spending Account (HSA & FSA)
- Life & Disability Insurance
- Flexible Paid Time Off

About Us: TrustJet, LLC (“TrustJet”) is a next-generation aviation technology platform built to modernize private air travel through real-time data, predictive intelligence, and uncompromising operational reliability. TrustJet’s aviation app-based tech suite is designed and engineered specifically for operators, charter brokers, aircraft owners, and partners who require (and demand) speed, accuracy, and trusted data. We offer a real-time software and safety-vetting platform that delivers brokers and operators faster decisions, better insights, and seamless passenger experiences.

Job Summary: Reporting directly to the Co-Founder, Chairman & CEO and supporting executive leadership including the Chief Product Officer (“CPO”), Chief Marketing Officer (“CMO”), and Vice President of Sales, the Administrative Assistant will play a critical role in maintaining operational efficiency across the organization.

This role requires a highly organized, proactive, and detail-oriented professional capable of managing executive schedules, coordinating internal and external communications, supporting cross-functional initiatives, and ensuring day-to-day administrative operations run smoothly. The ideal candidate thrives in a fast-paced startup environment, demonstrates strong discretion and professionalism, and is comfortable supporting senior leadership within a growing aviation technology company.

Key Responsibilities:

Executive & Calendar Management:

- Manage complex executive calendars, including scheduling meetings, calls, travel arrangements, and event coordination.
- Coordinate internal and external meetings with partners, customers, investors, and aviation industry stakeholders.
- Prepare meeting agendas, materials, presentations, and follow-up summaries.
- Handle confidential information with discretion and professionalism.

Administrative Operations & Office Support:

- Support daily office operations and administrative workflows to ensure organizational efficiency.
- Assist in maintaining organized digital filing systems, contracts, documentation, and internal records.
- Coordinate travel logistics, expense reports, and reimbursement documentation.
- Support procurement of office supplies, vendor communication, and general administrative needs.

Sales & Marketing Support:

- Assist the Sales and Marketing teams with CRM data entry and maintenance (HubSpot experience preferred).
- Help coordinate outreach lists, meeting scheduling, follow-ups, and pipeline tracking support.
- Provide logistical support for aviation conferences, trade shows, product launches, and marketing events.
- Assist in preparing sales decks, marketing materials, and internal documentation.

Communication & Cross-Functional Coordination:

- Serve as a point of contact between executives and internal/external stakeholders.
- Draft and manage professional email correspondence and internal communications.
- Coordinate cross-departmental initiatives and ensure deadlines and action items are tracked and completed.
- Support onboarding coordination for new hires and assist with internal team communications.

Project & Process Support:

- Assist leadership in organizing strategic initiatives, project timelines, and deliverables.
- Maintain task tracking systems and support implementation of organizational tools (e.g., HubSpot, Monday.com, Google Workspace).

- Identify opportunities to improve administrative processes and increase operational efficiency.

Qualifications & Experience:

- Associate's or Bachelor's degree in Business Administration, Communications, or related field preferred.
- 2+ years of experience in an administrative assistant, executive assistant, or office management role.
- Experience supporting C-level executives or senior leadership strongly preferred.
- Proficiency in Google Workspace (Docs, Sheets, Drive, Calendar) and Microsoft Office Suite.
- Experience with CRM platforms (HubSpot preferred) and project management tools (Monday.com, Asana, or similar) is a plus.
- Strong written and verbal communication skills with high attention to detail.
- Excellent organizational and time-management abilities with the capacity to manage multiple priorities simultaneously.
- High level of professionalism, discretion, and integrity when handling sensitive information.
- Self-motivated, proactive, and comfortable working in a fast-paced startup environment.
- Ability to adapt quickly, problem-solve independently, and support evolving organizational needs.
- Interest in aviation, technology, or startup environments preferred but not required.