



## Now Hiring: Administrative Assistant / Scheduler

 Location: Atlanta Speedway Airport (HMP) and/or Remote

 Part-Time or Full-Time | Flexible Hours

### Join the Team at Speedway Flight Training

At Speedway Flight Training, we deliver accelerated, professional pilot training through both Part 141 and Part 61 programs. We're committed to our motto—Fast Track to the Flight Deck—by helping students achieve their aviation goals quickly and safely.

But above all else, safety is the foundation of everything we do. Every decision, every process, and every interaction is built around a safety-first culture.

We're currently seeking a sharp, highly organized Administrative Assistant / Scheduler to help keep our operations running smoothly and efficiently.

### What You'll Do

- Schedule & Coordinate
  - Manage flight, simulator, and ground instruction schedules
  - Balance aircraft and instructor availability
  - Handle reschedules, cancellations, and real-time updates
- Support Our Operations
  - Answer emails and phone calls from students and prospective pilots
  - Keep records organized and up to date
  - Assist with new student onboarding and documentation
- Bookkeeping & Financial Tasks
  - Help manage invoices, payments, and reconciliations in QuickBooks
  - Monitor student account balances and send payment reminders
  - Support financial reviews with the leadership team
- Workflow & Automation
  - Recommend and implement automation tools to reduce manual tasks



- Help streamline operations and document new processes
- Contribute to a scalable, well-organized back office

### What We're Looking For

- Strong organizational and time management skills
- Excellent communication skills—both written and verbal
- Experience with scheduling software and QuickBooks (or similar)
- Familiarity with Google Workspace, Microsoft Office, and digital tools
- A proactive mindset with a knack for solving problems
- Passion for aviation is a plus—but a safety-first mindset is a must
- Previous flight school or aviation experience is a bonus, but not required

### Why Join Speedway?

- Flexible hours—ideal for part-time or full-time availability
- Optional remote work flexibility after initial training
- Growth potential as the company expands
- Supportive, fast-paced team that values communication and initiative
- Flight training discounts may be available for qualified employees

### How to Apply

✉ Send your resume and a short email introduction to: [info@SpeedwayFT.com](mailto:info@SpeedwayFT.com)

💬 Tell us why you're the right fit for Speedway Flight Training!