

1.0 DUTIES AND RESPONSIBILITIES

Responsible for scheduling flight, ground briefing and simulator activities.

Responsibilities include:

- Input, monitor and modify as necessary, schedule information into the computerized scheduling system
- Compile reports as required
- Performs other related duties and assignments as required.
- Must be able to be flexible and work as needed.
- Supports and participates in the organization's Continual Improvement Program to comply with ISO 9001:2008 requirements by adhering to processes and procedures.

2.0 REQUIREMENTS

2.1 EDUCATION

- Education preferred: High School Diploma or GED.

2.2 EXPERIENCE

- Logistical or flight school operations experience preferred.

2.3 SKILLS AND ABILITIES

- Excellent oral and written communication skills.
- Ability to identify problems or potential problems and develop and implements solution.
- Must have good computer operating skills.
- Typing rate of 40 wpm preferred.

2.4 KNOWLEDGE

- Microsoft Office (Word, Excel)
- ETA knowledge preferred

2.5 EQUIPMENT/MACHINERY USED

- General office equipment such as facsimile, copier, personal computer, laminating machine, etc.

3.0 PHYSICAL AND SAFETY REQUIREMENTS

- Will be working primarily inside the facility.
- May have limited exposure to aircraft, simulators and equipment.
- May require prolonged periods of sitting or standing and computer use.

4.0 OTHERS

- Extreme attention to detail.

- Self-starter, does not wait for others to provide work, finds ways to keep busy or help others.
- Works with minimal supervision.
- Innovative/creative, finds faster ways to do things to save time to the organization and the client.
- Flexible/adaptable to fast changing pace and instructions according to client priorities.
- This position is listed as Non-Exempt.

I have read and understand the duties outlined in this job description.

Employee Signature

Supervisor Signature

Employee Printed Name

Supervisor Printed Name