

Description :Part-Time Evening/Weekend Flight Coordinator

Job Purpose: All Flight Coordinators are responsible for maintaining a good working knowledge of all applicable Federal Aviation Regulations and information contained in the BJI General Operations Manual (GOM). They will ensure a safe and flawless client travel experience through proactively identifying and eliminating all potential risks associated with every flight. This includes, but is not limited to, identifying and communicating all weather, airspace and airport related information to the appropriate departments and ensuring the appropriate aircraft is assigned to meet the client's needs. This position reports to the Lead Flight Coordinator.

Essential Functions:

- Ability to work from home every-other week from 5 p.m. – 7 a.m. Monday through Thursday, 5 p.m. Friday until 7:00 a.m. Monday. Wednesday – Wednesday schedule.
- Respond to all requests for scheduling assistance outside normal business hours while on duty.
- Schedule travel on BJI aircraft in a safe and efficient manner while complying with all applicable FAR's, company policies, and procedures.
- Provide flight crews with current trip sheets.
- Update the TSA no-fly list on a daily basis.
- Coordinate scheduled flight operations with Lead Pilots.
- Collaborate with outside service providers for international flights.
- Orchestrate aircraft services, fueling, ground transportation and catering services.
- Maintain a flight following system.
- Provide the Director of Operations or Chief Pilot with a daily trip sheet for their approval and signature.
- Other duties as assigned.

Skills:

- Clear, effective verbal and written communication skills
- Customer service-driven
- Attention to detail
- Problem solver
- Aviation background
- Scheduling software experience (FOS-BART-Commercial Airline-FBO Customer Service)
- Ability to work independently

A high school diploma or equivalent education is required, with a college degree helpful. Experience in utilizing aviation software is required. This position requires excellent customer service skills and attention to detail.