
Vacancies: Flight Coordinator**Job description:**

The primary duty of the Flight Coordinator is to prepare trip itineraries for flight crews, while coordinating all the necessary logistics that are associated with a trip. The coordinator must have a strong knowledge of aircraft scheduling parameters, including (but not limited to) the differing aircraft ranges if more than one type of aircraft, time zones changes, crew duty and rest limitation, airport slot programs, over flight and landing permit requirements, curfews, over-flight exemptions, Mexican landing permits, general declarations and so on. Ensuring timely and accurate schedule communication to crew-members and maintenance technicians.

Job Duties:

- o Monitors the status of all planned flights and flights in progress from the point of origin to final destination (flight following)
- o Ensures all ground handling, deicing, fuel, landing/departure slots, and landing/overfly permits are in order before releasing a flight
- o Identifies, anticipates and takes corrective action to minimize actual/potential delays due to scheduling operations, crew legality, and maintenance issues
- o Advises appropriate personnel of potential/actual delays and conditions affecting safety of flight
- o Responsible for crew logistics arranging/coordinating crew ground transportation and hotel accommodations, as well as commercial airline arrangements
- o Review, prepare and submit post flight expense reports
- o Responsible for passenger logistics; ensuring that passengers' ground transportation contact information is available to flight crews for each leg
- o FBO selection and database upkeep, coordinate catering requirements and other passenger requirements
- o All duties as required to ensure that flights are authorized and dispatched as per Anderson Air policy, regulatory requirements, and client requests
- o Safe, efficient and regulatory compliant practices
- o Responsible for quoting all incoming client charter requests
- o Duties associated with the Emergency Response Plan as assigned by the VP, Operations Manager

Requirements:

- o Basic high school diploma
- o Preferred 5 years of experience in corporate flight operations
- o Must have ability to work flexible schedule, this includes evenings, weekends and holidays
- o Work in the fast paced 24/7, environment of business aviation requiring non-standard work hours and on-call response.
- o Strong organizational skills – detail-oriented, ability to prioritize and be proactive
- o Ability to work under pressure with minimal supervision
- o Flexible, able to deal with change
- o Strong attention to detail
- o Able to deal with people sensitively, tactfully, diplomatically, and professionally at all times

Working Conditions:

This position requires on site office duties. From time to time, dispatching may be done from home, when late night flights have interfered with a proper nights' rest.

Please send resume and cover letter to jobs@andersonair.ca