

Flight Coordinator

Position Description:

The Flight Coordinator is responsible for ensuring a superior customer experience by exceeding expectations for all SAJ flights.

Essential Job Functions:

- Highly motivated, detail-oriented self-starter
- Consistently perform above expectations
- Unafraid of asking questions, seeking out answers, and resolutions
- Fast learner with fanatic attention to detail
- Individual accountability
- Ability to communicate clearly and effectively with customers and other departments
- Perform all duties adhering to the safety, security, and quality policies and standards of Sun Air Jets
- Perform other duties as assigned by the VP of Flight Operations and the Director of Flight Control
- Arrange logistics for SAJ trips including, but not limited to, slots, permits, transportation for domestic and international flights
- Communicate essential trip details to flight crews including “day of” changes
- Can-do attitude
- Willingness to take challenges head on
- Warm, friendly personality
- Ability to adapt to change and think on their feet

Qualifications:

- Passion for aviation
- Positive attitude
- Seeks out responsibility
- Certified FAA Dispatcher License preferred but not required
- Previous experience working as a flight dispatcher preferred but not required
- Previous Part 135 Charter experience preferred but not required
- Computer literate with intermediate experience using Microsoft office products
- Excellent communication skills both written and verbal
- Attention to detail and a high level of accuracy
- Flexibility in work assignments
- 21 years of age
- Quality assurance experience is a plus

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.