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# Example of Corporate Pilot Job Description

Our company is growing rapidly and is hiring for a corporate pilot. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for corporate pilot

* Other duties and responsibilities as assigned by the chief pilot/ Director of Aviation
* Performs all duties related to the SMS outlined in Section 2 of this manual for Pilots specifically and for all Flight Department personnel in general
* Oversees and coordinates all flight training, ground training qualifications and scheduling
* Assist in supervision of all Company pilots concerning Regulatory issues
* Maintains Check Airman and Flight/Ground Instructor status in an aircraft under their purview
* Researches, develops, writes and implements training materials and examinations used in ground and flight training
* Conduct/Audit and supervises new-hire pilot basic indoctrination training
* Conduct/Audit simulator training
* Participate in suggesting ways to operationally minimize preventable aircraft damage
* Providing supervision of all Company pilots concerning Regulatory issues

## Qualifications for corporate pilot

* First-class medical certificate a must
* Plan and execute pilot activities in a professional manner, ensuring safety is maintained throughout the process through quality decisions
* Maintain current knowledge of applicable flight regulations, aircraft limitations, normal and emergency procedures, and company OM/SOP
* Conduct planning, briefings and flight duties in accordance with company SOP, and following FAA/ICAO regulations
* Provide a high level of customer service and care throughout operations
* Support and participate in the company’s SMS program, in a team environment interacting with administrators, other pilots and aircraft maintenance technicians