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# Example of Corporate Pilot Job Description

Our company is searching for experienced candidates for the position of corporate pilot. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for corporate pilot

* Prepares and distributes periodic reports and statistics as required
* Maintains relationships with the maintenance department, appropriate vendors, business group and regulatory agencies to enhance aircraft utilization
* Assume duties of Aviation Director when necessary
* Ensure preflight preparation of the assigned flight including but not limited to determining the airworthiness of aircraft, route planning, permits, customs, noise, fuel, weather, NOTAMS, aircraft performance, airport/runway suitability, flight plan filing, assessing crew member fitness for duty while maintaining one’s own, and other requirements as may arise
* Act as the final authority on his/her aircraft with respect to all areas of operation including the compliance with all applicable safety and regulatory guidance
* Responsible for properly communicating any maintenance abnormalities or discrepancies to the Company, must properly complete any paperwork associated with maintenance abnormalities or discrepancies
* Engage and interact with passengers in a professional courteous manner
* Other duties as assigned depending on assignment
* Provide excellent customer service and uphold company values to all passengers vendors
* Complies with the authorized Trip Sheet schedule and associated guidance during the course of aircraft operations

## Qualifications for corporate pilot

* The ideal candidate will possess robust analytical and problem solving skills, experience in international operations, safety/risk management, project management, and/or training
* Large cabin business jet PIC experience a plus
* The ideal candidate will possess analytical and problem solving skills, experience in international operations, safety/risk management, project management, and/or training
* Minimum of 3,000 total flight hours, which includes 1,500 total of PIC (Pilot in command), 1,500 multi- engine turbine or jet
* Must possess Airline Transport Pilot certificate OR will consider Commercial Pilot's License
* Must possess a private pilot's license with a minimum of a 3rd class FAA Medical Certificate