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# Example of Flight Coordinator Job Description

Our innovative and growing company is hiring for a flight coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for flight coordinator

* Data input into a flight scheduling software, OUT/OFF/ON/IN, fuel burn, track crew duty and flight times, provide backup for maintenance tracking (flight hours to inspection)
* Assist managers, pilots and other Team members in obtaining the most cost effective options for fuel and FBO stops throughout the world
* Provide budget support includes assisting in generating the annual budget, analyzing monthly reports and preparing expenses/invoices for approval
* Help prepare presentations for Check airman and other Department meetings
* Handle and or field incoming phone calls for scheduling and department management
* Schedule pilot ground school, simulator training and operational experience in the A320 aircraft
* Schedule, track, and document new and upgrade pilots to meet flight qualifications
* Input and maintain crew qualification records file ongoing training records
* Coordinate monthly Pilot bids
* Prepare required FAA certification for new and upgrade pilots

## Qualifications for flight coordinator

* Solid Communication, computer and writing skills with some project management skills
* Excellent command of all MS Office products to include Word, Powerpoint and Excel
* 2 yrs of experience with computer, business and data systems
* Ability to understand technical contents of communication between Engineering and suppliers
* Proven track record in Microsoft Office Packages
* Must have excellent written and verbal communication analytical and organizational skills