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# Example of Flight Coordinator Job Description

Our innovative and growing company is looking for a flight coordinator. 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 flight coordinator

* Responsible for improving and enhancing the customer relationship
* Continual flight follow management
* The role will involve on the job training and working within a shift pattern
* Assisting with following flight routes
* Reconfirmation of hotel and transportation
* Verifying reservations
* Assisting with following flights
* Greets scheduled visitors and directs them to appropriate area or person
* Perform clerical duties related to department activities such as typing, filing, distributing mail and copying
* Answers telephone calls and directs callers to appropriate personnel FLIGHT COORDINATOR ESSENTIAL DUTIES AND RESPONSIBILITIES

## Qualifications for flight coordinator

* Ability to communicate clearly draft correspondence in a clear and concise manner
* Ability to establish a good rapport with internal clients and vendors
* Excellent telephone, administrative and record keeping skills
* Solid customer service and communication skills, ability to manage time
* Working knowledge of Timetracker, ESS, and Payroll Systems
* Microsoft Office Suite including Outlook, calendar scheduling, Word, and Excel spreadsheets