Downloaded from <https://www.velvetjobs.com/job-descriptions/flight-coordinator>

# Example of Flight Coordinator Job Description

Our growing company is looking 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

* Input/maintain/report all data relative to the flight scheduling software, including recordkeeping, flight logs, and monthly/annual reports
* Coordinate with third party flight handler to obtain required overflight permits, landing permits, flight details and crew accommodations
* Prepare flight itineraries for internal use and distribution to senior executive assistants
* Set up purchase orders in SAP to ensure timely processing
* Schedule and organize meetings and conferences and assist with travel reservations
* Prepare and/or assist in the preparation of presentations, reports, spreadsheets, using Microsoft Excel and/or Microsoft Word
* Manage and maintain confidential files
* Receive, review and prioritize correspondence with requests to act on material as required
* Document digital marketing strategies and resources
* Identify, define, and propose opportunities

## Qualifications for flight coordinator

* Researches, compiles, and analyzes data for special projects and various reports, including arranging other aircraft leasing options, as required by the Corporate Aviation Department
* Orders and maintains supplies required for use on the Corporate Aircraft
* Performs a wide variety of complex, responsible, and confidential administrative duties for management personnel
* Ability to handle multiple tasks in a fast-paced and sometimes stressful environment with a high level of accuracy and attention to detail
* High degree of professionalism and strong work ethic coupled with a sense of responsibility and integrity required
* Excellent judgment and discretion required in handling highly sensitive, privileged and confidential information