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# Example of Flight Dispatcher Job Description

Our growing company is looking to fill the role of flight dispatcher. 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 dispatcher

* Communicates all details of the scheduled flights with crew members and participates in preparing aviation reports as directed
* Handles telephone communications regarding aircraft scheduling with the executive assistants
* Logs flight times and keeps department flight records, including aircraft utilization reports, keeps passenger manifests and logs for all flights, provides flight crews with flight plan and weather information
* Obtains, for flight crew, any necessary permits or visas when flying into and out of foreign countries
* Arranges fixed base operators (FBOs) and Assists flight crewmembers with catering orders
* Trains the Administrative Assistant in all scheduling functions
* As Flight Crew Planning Planner, you will ensure that a qualified flight crew is allocated to all Beluga flights and that qualification (new or renewal) are planned in due time
* As Flight Dispatcher, you will ensure that flights are prepared in accordance with regulations and internal procedures
* Prepare and issue Flight Crew planning considering both flight and ground activities and revise it each time necessary
* Check that all legal and company agreement requirements are fulfilled (maximum duty time, minimum rest time, qualification…)

## Qualifications for flight dispatcher

* Must pass DOT background and DOT drug screen
* Ability to effectively communicate and follow oral and written instructions
* Ability to multi-task while working in a complex and stressful environment
* 6 years of experience with international air transportation operations
* Strong background in scheduling and dispatch for both domestic and international operations
* Prior experience in a military or civilian flight operations