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

# Example of Flight Dispatcher Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of flight dispatcher. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for flight dispatcher

* Anticipate operational problems and negotiate constraint adjustment each time necessary
* Review periodically flight crew training programme with Flight Operations department and launch required training sessions in order to guarantee qualification renewal in due time
* Collect individual wishes (holidays, desiderata…) from Crew Members, approve or reject requests according to applicable policy
* Arrange Hotel and flight crew positioning trips
* Propose any improvement that contributes to Flight Crew Planning process maturity and overall Airbus Transport objectives achievement
* Communicates with flight crews, schedulers, owner service representatives and other involved personnel to seek, identify and track specific flight requirements (e.g., where flight will occur, clearances required, customs requirement, Transportation Security Administration, air traffic and airspace requirements, flight plan needs, weight and balance, ) and troubleshooting flight plan solutions
* Provides flight follow up for aircraft in flight
* Position responsible for creating positive relations and serving customers in the Commercial/Business Aviation and/or Military sector
* Communicates with flight crews, schedulers, owners and other involved personnel to seek, identify and track specific flight requirements
* Creates and adjusts flight plans, itineraries and other appropriate document for trips

## Qualifications for flight dispatcher

* Strong background in scheduling and dispatch in both domestic and international operations
* Advanced knowledge of Branch 15 Aviation MOS series or other military/ commercial equivalent
* Minimum seven (7) years mixed rotary and fixed-wing aircraft fleet management and operation experience
* Be a self starter, and self motivated with exceptional judgment skill to exceed in a high pressure environment
* Receive and coordinate flight demonstration and other flight requests and requirements
* Communicate with Sales Department, other departments, and arranges for assigned or charter aircraft to be available upon request