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# Example of Flight Operations Job Description

Our company is growing rapidly and is hiring for a flight operations. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for flight operations

* Special event planning and support (Media and PR events, Town halls)
* Support Flight Operation Staff Representatives, Communications Manager and Flight Manager as required with administrative tasks
* The determination of flight test requirements
* Support to ground test conduct
* Exposure to the developmental and certification process
* Instrumentation and the requirements for its use and application
* Telemetry operations and it’s use to support flight test
* Perform Aircraft systems installations to include electrical / electronic
* Diagnose and correct hydraulic, electric, and mechanical malfunctions
* Interdepartmental Coordination – Liaison with all operation and reporting departments and leadership

## Qualifications for flight operations

* Aviation Safety Action Programs
* Aircraft Dispatcher or Private Pilot License
* Flight Operations scheduling experience
* Able to prioritize multiple tasks and have excellent oral and written communications skills and ability to interact professionally with a diverse group – executives, managers, and subject matter experts
* Able to work under pressure of changing priorities and deadlines
* At least 5 years’ experience with an operational role responsibility