



Example of Flight Coordinator Job Description

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Our company is growing rapidly and is looking to fill the role of flight coordinator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for flight coordinator

- Responsible for scheduling, revising, and canceling domestic & international flights on the company aircraft in accordance with mandated rules, regulations, protocols and procedures
- Must utilize judgment to coordinate aircraft between locations and points of service throughout the world and determine necessary government requirements such as visas, customs, taxes, local laws, over flight permissions, hostile country warnings, airports clearances, , while also determining the costs of these services to determine the pricing to the customer
- Negotiate payment terms for transport
- Responsible for creating, distributing and managing a flight itinerary for the AMC, Pilots, Operations the FAA 135 Operator
- Calculate trip costs by using multiple variables
- Ensure the correct documentation is received by the appropriate individuals
- Tracks crew currency items and insures data is input on a timely basis for both the DC8 and DC3 aircraft
- Maintains and monitors the status of required DC8 and DC3 manuals, insuring crews are provided with the latest revisions and changes
- Reviews, reconciles, researches, codes, tracks, submits, and follows up with invoices through IHQ A/P finance
- Assures proper custody of Purchasing "P" card for the purchase of necessary supplies to support the DC8 aircraft

Qualifications for flight coordinator

- High School graduate or equivalent with a minimum of three (3) years actual maintenance control experience and recent flight line aircraft maintenance / modification / repair
- Troubleshooting experience on the T56-A-427 engine, NP-2000 propeller, E-2C structure and hydraulic, electrical, utility and avionics systems are desired
- Must have completed Naval Aviation Maintenance Control Management for Optimized Organizational Maintenance Activity (OOMA)
- Will be required to pass and maintain a U.S. Government background security check
- Legislative compliance to CASA requirements - Review and ongoing updates to Operations Manuals, both from an AOC and AMO perspective