



# Example of Flight Dispatcher Job Description

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Our company is growing rapidly and 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

- Obtain passenger ground transportation
  - To run the day to day operations of the Flight Support/Despatch desk on a 5 out of 7-day week basis (weekend work will be required)
  - Independently works with customers to create moderate to complex flight plans which require identifying route/logistical options for efficient solutions
  - Provides oversight of the rotary and/or fixed wing aviation operations in support of assigned contract
  - Assists key managers in providing oversight, initiating, conducting training and/or supervising within respective area of responsibility to meet the contract objectives
  - Schedules daily activities of the organizational staff members to ensure efficiencies in compliance with corporate, contractual and legal requirements
  - Assign and dispatch Catering Teams
  - Regularly monitor operational condition of runways, taxiways, and interprets and posts weather reports with meteorological aids such as wind velocity and direction, visibility and pertinent data on other aircraft operation in vicinity
  - Maintains flight information on inbound and outbound flights, accepts flight plans from pilots and reviews them for completeness, and receives and transmits flight plans
  - Encodes, decodes, and posts notices to airmen (NOTAMS) for assigned location(s)
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- Exceptional computer proficiency with all Microsoft office products
- Bachelor's degree in aviation-related field
- FAA Licensed Dispatcher preferred (may be required after employment)
- Comprehensive knowledge of aviation weather, FAA regulations and aircraft performance
- Be a self starter, self motivated with exceptional judgment skill to exceed in a high pressure environment
- Strong MS office experiences (Word, Excel, PowerPoint – Access exp is desired)