Example of Flight Operations Job Description

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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