

Flight Coordinator Position
Best Jets International St. Paul, MN

Description: Full-Time-Flight Coordinator

Job Purpose:

All Flight Coordinators are responsible for maintaining a good working knowledge of all applicable Federal Aviation Regulations and information contained in the BJI General Operations Manual (GOM). They will ensure a safe and flawless client travel experience through proactively identifying and eliminating all potential risks associated with every flight. This includes, but is not limited to, identifying and communicating all weather, airspace and airport related information to the appropriate departments and ensuring the appropriate aircraft is assigned to meet the client's needs. This position reports to the Scheduling Department Manager.

Essential Functions:

- Scheduling/planning and booking executive and guest travel on BJI aircraft in a safe and efficient manner while complying with all applicable FAR's company policies, and procedures.
- Ensure efficient use of Best Jets aircraft and when necessary, exploring alternative options in a cost saving effort.
- Coordinate scheduled flight operations with Chief Pilot/PIC.
- Collaborate with outside service providers for international flights.
- Orchestrate aircraft services, fueling, ground transportation and catering services.
- Update the TSA no-fly list daily.
- Maintain a flight following system.
- Other duties as assigned.

This individual must be flexible to work, day, night, and or weekend shifts.

Skills:

- Clear, effective verbal and written communication skills
- Customer service-driven
- Attention to detail
- Proven ability to multi-task working in a fast-paced high energy work environment.
- Aviation background of at least 1 year.
- Scheduling software experience (FOS-BART--FBO Customer Service)
- Ability to work independently

A high school diploma or equivalent education is required, with a college degree helpful.

Contact to apply:
Cathyb@bestjetsintl.com