



Position: Flight and Dispatch Coordinator

Location: Uvalde, TX

Work Arrangement: In office

Job Category: Flight Services

Career Level: Professional/Full Time

### Position Summary

This position is responsible for the operational control, international operations and flight following of all aircraft according to the company and departmental guidelines.

### Minimum Requirements

- Must have a high school diploma or general education degree (GED)
- Ability to use Microsoft Office Systems
- Willing to be available and accessible 24/7 as needed as an after-hours on-call person in rotation with other personnel to include weekends and holidays and willing to carry a mobile phone and other communications

### Main Responsibilities

- Coordinate flight operations for aircraft management and charter brokerage client's in accordance with FAR Part 91 standards
- Ensures aircraft, crew and passengers have all necessary equipment, documents, visas and any other entry requirements by concerned states/regions
- Coordinates aircraft handling to include arrangements for FBO notification, fuel, catering, hangar, aircraft cleaning, after-hours, or other services needed.
- Ensures that all airports and routes are operationally suitable and meet company requirements
- Obtaining all overflight/landing permits, and slots, in accordance with all regulations in an expeditious and economic manner

- Flight following/monitoring/timely relay of movement messages
- Coordinate trips with all relevant authorities, i.e. customs, immigrations, airport and civil/military authorities
- Ensuring fuel is being arranged and fuel releases relayed in a timely manner
- Advises all concerned of international and domestic flight restrictions
- Authority to exercise Operational Control/Flight Control of Company flight operations (Operational Control Manager)
- Gathers all expenses incurred by crew, passengers, and aircraft to invoice out to clients
- Assumes any additional duties delegated by the Senior Dispatcher/Director of Operations
- Any other duties that may be assigned
- Represent FlighTime Business Jets as one company internally and externally with industry groups, regulatory bodies, and the General Dynamics network

#### Desired Characteristics

- College degree is preferred
- Has a pleasant, friendly, and helpful manner to deliver the best experience to customers and colleagues
- Quality driven with a passion for excellence to represent FlighTime Business Jets as a Brand Ambassador
- Demonstration and commitment to FlighTime Business Jets values (Trust, Honesty, Alignment, Transparency)
- Ability to multitask, collect information, analyze data, define problems, establish facts, and draw valid conclusions in a timely manner and ability to work as a team player in a high-pressure environment

#### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

All qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.