



Position Charter Scheduler
Organization North Central Aviation, Inc
Website www.flynecatoday.com

Position Overview

North Central Aviation is currently looking for a Charter Scheduler. The Charter Scheduler is responsible for coordinating all facets of the operation. This position works with the Director of Operations to achieve the Company's sales and service goals. The Charter Scheduler ensures that all flights are scheduled in a safe, and efficient manner.

Responsibilities

- Applicant must be customer service oriented, capable of solving challenges under pressure, and able to multitask
- Coordinate with and support flight crews in the planning of all domestic and international flights
- Arrange for and coordinate FBO services, aircraft handling, crew transportation, hotels and other passenger amenities
- Ensure all crew members are accurately briefed of any and all duties assigned by Flight Operations department in accordance with company policies and procedures, Federal Aviation Regulations, and department guidelines
- Arrange and obtain related authorizations, including international permits, overflight permits, Customs, and APIS for all flights as required
- Monitor crew flight duty, and rest limitations
- Ensure required trip sheet and all other trip documents are sent to and received by appropriate departments
- Collect all trip related paperwork from crews in timely manner and audit within prescribed deadlines
- Willing to relocate or already live in Minneapolis / St. Paul area.
- Willing to be available 24/7 and be scheduled as an after-hours on-call person in rotation with on-call schedule to include weekends and holidays

Qualifications

- No less than a high school level education, having graduated or received a General Equivalency Development (GED) certificate
- Highly motivated, team-oriented and safety focused work ethic
- Interpersonal communication, relational and organizational skills
- Logical problem solving skills
- Proficiency in Microsoft Windows/Microsoft Office (Word & Excel)
- Fluent in the English language, written and spoken

Preferences

- Dispatcher license
- Prior aviation and/or scheduling experience
- 2 years or more work experience at an airline or aviation related company
- BART scheduling system experience

If you are interested in working for North Central Aviation, please send your resume and pay requirements. No phone calls please. We look forward to hearing from you.

Contact careers@flynecatoday.com

North Central Aviation
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St. Paul, MN 55113

