

NOW HIRING

Customer Service/Line Service

JOB DESCRIPTION

TITLE/DEPARTMENT: Priority Air Charter Customer Service/Line Service

TYPE OF POSITION: Full Time 2nd shift 3PM-11PM

REPORTS TO: Assistant CSR Supervisor

RESPONSIBILITIES:

- Bid, book charter flights, file flight plans, print weather reports for pilots, and complete paper work for all trips including international.
- Complete all paperwork for customs, and international flights.
- Stay in contact with customers and pilots for updates and addressing any issues that may come up or direct the issue to the proper department.
- Service planes when they come in and help with the washing and detailed cleaning as needed.

DUTIES AND TASKS:

- Bid, book charter flights via phone and internet.
- Run trips both domestic and International. File flight plans, weather, customs paperwork, etc...
- Fuel, Tug, and service aircraft.
- Monitor fuel levels and price of fuel to insure we always have fuel for the airplanes and company equipment at the best possible price.
- Monitor all hangars, wash bay and equipment for cleanliness and supplies stocked.
- Other duties as assigned by management.

JOB REQUIREMENTS AND QUALIFICATIONS:

- High School diploma or equivalent. College education preferred and helpful.
- Good organizational abilities and ability to see the big picture and apply logistics to decision making.
- Attention to details.

- Good math skills and computer literacy a must.
- Excellent communication written and oral abilities.
- Problem solving, critical thinking, and ability to think out of the box for problem solving.
- Flexibility with thinking and scheduling.
- Servant leader, team player, visionary, good sense of urgency, and ability to take the initiative to get tasks done.

PHYSICAL REQUIREMENTS OF THE POSITION:

EXAMPLES:

- Bending, Stooping, Standing, Twisting, Climbing ladders throughout the shift.
- Able to lift 50 lbs.
- Able to wash, wax, fuel and pull out fuel hose from reel, and tug aircraft without damaging them during shift.
- Ability to work in all kinds of weather.



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