

Help Wanted Part-Time Dispatcher

St. Charles Flying Service is currently looking for a part-time Flight School Dispatcher. Our school operates 19 aircraft with a full complement of flight instructors and administrative staff. Our primary purpose is to train future airline pilots, corporate pilots, and people that want to fly recreationally. We are open 7 days a week, Monday through Sunday. We are only closed on Christmas and New Year's.

Aviation experience is a must. Must be proficient in Microsoft Office and have a keen attention to detail.

Job Summary: The primary responsibility for the Flight School Dispatcher is the execution of the day-to-day flight schedule for our pilots and students. Our dispatchers keep track of rental aircraft departing and returning, as well as coordinating aircraft maintenance issues and student invoicing. The Flight School Dispatcher is the hub of our flight school through which all activities occur. This position directly reports to the Dispatch Manager.

Essential Duties and Responsibilities: Complete, accurate, and timely scheduling and dispatching of flight instructors, students, and aircraft to ensure our flight schedule is efficiently executed. * Enroll new students when they start flight school * Maintain student flight computer records * Perform customer service duties to include greeting customers and answering phones * Communicate effectively with customers, instructors, and management * Update and maintain our aircraft flight schedule * Coordinate with our mechanics when aircraft maintenance issues are written up * Utilize server-based flight tracking software to create invoices for students after every ground instruction and flight * Email customers flight schedules, customer statements, invoices, etc.

Job Requirements: Aviation experience * Must be able to work day or evening shifts on weekends and/or weekdays * **Must have excellent computer skills, keyboarding skills, and must be able to type at least 40 words per minute** * Microsoft Office proficiency * Strong data entry skills * Exceptional communication skills * Ability to deliver excellent customer service * Capable of following written and verbal instructions, and documented procedures * Must be able to multi-task * Problem solving * Patience * English as primary language

To learn more about the job or to apply email Dave Henke at dave@stcharlesflyingservice.com

IMPORTANT NOTE: Do not inquire without the minimum job requirements and needed experience.

Required experience:

- Aviation: Must have worked in the aviation industry or have at least started working on their Private Pilot's License. Already having a Private Pilot's License is preferred.

Work environment:

- Front desk

Communication method(s) used:

- In person
- Phone
- Email
- Text Messages

Benefits offered:

- Employee discounts after 6 months as long as you work at least 8 hours a week