



Aviation Advisor, Inc. is expanding. Due to our increasing growth we are in need of team members to help us with our expansion and client service.

POSITION: Charter Scheduler/Dispatcher

LOCATION: Chicago, IL and Southeastern Wisconsin

WORK EXPERIENCE: Part 91 and 135 Charter/Dispatch experience preferred

SALARY: commensurate with experience

Job Requirements:

- Involves direct contact with clients & brokers and interaction with flight crews.
- Must have excellent people and phone skills; well-developed computer skills;
- Work to facilitate positive client relationships.
- Promptly answer incoming phone calls. Be able to quote, source, confirm and input flight reservations and ancillary service requirements using computer software applications.
- Manage all facets of trip quoting, planning, follow up and flight following.
- Be able to utilize a computer tracking system to understand aircraft availability and quote trips
- Maintain relationships with outside operators and vendors to assist in sourcing needs.
- Facilitate catering and ground transportation arrangements for clients as needed
- Monitor daily and future flight schedule to ensure service meeting the company's standards of excellence.

Skills and Qualifications:

- Must possess excellent communication skills - both verbal and written
- Must have strong computer skills (MS Word, Excel Outlook, etc.)
- Must be detail oriented, organized and possess the ability to multi-task under pressure of deadlines.
- Able to analyze aircraft performance using charts and tables.
- Active listening skills
- Must possess a sense of urgency and the ability to meet critical timelines
- Must be self-motivated and be able to work with little or no supervision
- Must be a team player, have great inter-personal skills and the desire to work cross- functionally with multiple departments

Benefits:

We offer an excellent compensation package including medical, company matched 401k plan, vacation, tuition assistance

Important Notes:

To be considered for this position, please send your resume to hr@aviationadvisor.com with the title Scheduler / Dispatcher in the subject line

NO PHONE CALLS PLEASE!!!