

ABOUT REYNOLDS JET

Reynolds Jet provides boutique management solutions to aircraft owners, and on demand jet charter customers. These services are carried out for our clients with extraordinary care and peace of mind.

Our employees are a valued part of this team. Our ideals and principles are woven into the fabric of our DNA as a company. We are forward thinking and take a proactive and cutting-edge approach to delivering our product.

If you want to be part of a team of like-minded aviation professionals who care about what they do and how they do it, then we welcome the opportunity to meet with you.

THE FLIGHT COORDINATOR POSITION

The primary duty of the Flight Coordinator is to prepare trip itineraries for flight crews, while coordinating all of the necessary logistics associated with the trip. These include calculating flight times, building schedules, crew coordination, preparation of flight manifests, etc. The Flight Coordinator typically interfaces with the crewmembers, Owner Services, Charter Sales, and occasionally will interact with senior executives directly. A strong knowledge of various corporate aircraft performance, crew duty and rest limitations, airport slot programs, over-flight and landing permit requirements, curfews, etc.

Scheduling Logistics

- Meteorological Forecasting & Analysis: constant perusal and interpretation of National Weather Service computer model weather guidance, with particular attention to the impact on aviation (precipitation type, icing, turbulence, runway conditions, temperatures, ceiling, visibility, etc.).
- Airport Selection: a strong knowledge of geography is essential. Must be able to select airports that are operationally suitable and convenient to the customer's actual destination. Particular attention is paid to parameters such as available instrument approaches, runway lengths, fuel availability, congestion factors, slot program requirements, hours of operation, hangar availability, Temporary Flight Restrictions, NOTAMs, PPRs, and security concerns.
- Passenger Manifests: responsible for encoding each passenger listed in the database with full name, nationality, date of birth, passport number and expiration date, company division, title category, along with their travel preferences.
- Crew Logistics: responsible for arranging/coordinating crew ground transportation and hotel accommodations, as well as commercial airline arrangements for contract flight attendants.
- Passenger Logistics: responsible for insuring that passenger ground transportation contact information is available to flight crews for each leg.
- FBO Selection and Database Upkeep: must continually review default FBO preferences and notify FBOs of flight schedules as needed. Must ensure accuracy of

phone numbers, radio frequencies, fuel purchase methodology, etc.

- Coordinate catering requirements and other passenger requirements.

International Trip Procedures

- The Flight Coordinator must understand and be able to administer processes regarding the following items: securing crewmember visas for foreign countries / aircraft insurance certificates / customs decals / border overflight exemptions / landing permits / customs documentation / etc.

- The Flight Coordinator must also coordinate and interact with an international flight planning service provider in regard to the international trip setup process, and arrange customs/immigration/agriculture clearances as needed.

- The Flight Coordinator, in coordination with the flight crew, will prepare international trip book binders, ensuring all of the necessary documentation is enclosed (overview, trip sheets, passenger notes, customs documentation, international data, passenger agenda, handling/slot information and confirmations, crew hotel arrangements, fuel price quotes, security briefing, etc.)

Schedule Communication

- Ensure timely, accurate schedule communication to crewmembers, maintenance technicians.

Recordkeeping & Reporting

- Responsible for the accurate input of aircraft flight log activity to the scheduling software. This includes mileage, block and flight times, delay time and type, passenger billing, fuel purchases, and pilot activity.

Career Development and Training

- The Flight Coordinator will also be required to attend pertinent training, as it relates to the position.

Availability

- Weekend and weeknight availability is essential. The position will require the person to be on a “flexible” schedule, in order to cover beyond the traditional Monday through Friday office workweek

Basic Qualifications

- High School Diploma.
- Minimum of 2 years in corporate aviation or aircraft charter experience.

Desired Qualifications

- Bachelor degree.
- 5 years in corporate aviation or aircraft charter experience.
- Aircraft Dispatch License.

Applicants may send a resume with cover letter via email to careers@reynoldsjet.com

As an Equal Opportunity Employer, Reynolds Jet is committed to a diverse workforce.