



Flight Logistics Coordinator

Duties and Responsibilities

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- Answer incoming and make outgoing phone calls to flight crew, customers and office personnel
- Coordinate and schedule maintenance, training and currency flights/activities
- Assign crew to trips in conjunction with Chief Pilot/Director of Operations
- Perform crew repositioning (airline tickets, etc.)
- Update contract fuel pricing in FOS, FlightPak etc.
- Perform international arrangements which may include: customs, handling and over flight exemptions
- Coordinate with crew to plan efficient technical stops, customs clearances and aircraft logistics (de-icing, hangar rentals, etc.)
- Ensure all crewmembers are accurately briefed and/or re-briefed of any and all duty assigned by West Coast Charter Services/KMR in accordance with the Operations Manual, General Operations Manual, Company Operations Specifications, Company Policies and Procedures, Federal Aviation Regulations, and department guidelines
- Verify with Flight Operations to ensure that all appropriate Company and regulatory requirements are met for each flight before trip authorization. Ensure the safety and legality of each flight
- Ensure required trip sheets and all other required trip documents are sent to and received by the appropriate crewmembers
- Ensure all required customs, immigration, international handling requirements, or foreign government regulations and requirements are met for every flight segment
- Responsible for the accurate and timely flight following for the fleet and any supplier providing lift and the efficient dissemination of such information to all Internal and External Customers to include but not limited to: Charter, Logistics, Maintenance, Accounting and all other interested parties
- Responsible for obtaining, monitoring, tracking, and disseminating any operational restriction to daily operations including, but not limited to: NOTAMs, TFRs, noise restrictions, FBO hours of operation, and airport capabilities
- Responsible for proactively monitoring weather and air traffic control status and any other possible schedule interruption to include but not limited to: Charter, Logistics, Maintenance, Accounting and all other interested parties as necessary
- Coordinate and arrange all trip logistics for crew and passengers as required including, but not limited to, catering, hotels, ground transportation, and airline services
- Ensure all crewmembers and trips are scheduled in accordance with the FARs, General Operations Manual, department guidelines, and Company policies and procedures
- Coordinate daily schedule to ensure each flight segment meets all company and FAR requirements including but not limited to: crew currency, crew qualifications, crew duty requirements, aircraft airworthiness, and that all-weather requirements are met
- Schedule Flights for Charter Retail/Wholesale, Managed, Shares, Owners and all subsequent trip arrangements (catering, ground transport, hotels etc.)
- Coordinate managed aircraft maintenance requirements
- Quote trips on managed aircraft, as well as owner-generated charters, and variable shares trips
- Compile and analyze data related to the dispatch function; prepare reports as required



- Handle administrative tasks including, but not limited to, crewmember subscription management, Border Overflight Exemption, Master Crew List etc.
- Create, update, and archive FOS records, including, but not limited to, aircraft, company, passenger, vendor, personnel, and documents
- Create, update, and execute checklists related to shares member, owner, crew member and personnel on-boarding and exits
- Perform other duties as assigned by the VP of Flight Operations, Charter/Shares/Logistics Manager, Director of Operations, Chief Pilot or higher authority
- Must be highly knowledgeable of the General Operations Manual, FAA and International Regulations, Company Operations Specifications, Company Policies and Procedures, and other pertinent information relating to duties
- Proactively manipulate and rearrange empty legs to avoid unnecessary reposition legs to home base

Knowledge, Skills & Abilities:

- Excellent written and oral communication skills
- Experience selling to the affluent and/or selling luxury products/services
- Expert negotiating capabilities and strong closing skills
- Ability to work a flexible schedule, which may include nights, weekends, holidays and on-call/afterhours
- Demonstrate a high level of self-motivation and a willingness to continually learn
- Ability to work as part of a close team as well as independently within the unit
- Familiarity with FAA Regulations and general aviation flight operations
- Strong interpersonal communication skills
- Competence in Microsoft Office application
- Familiarity with FOS/FlightPak
- Ability to effectively interact with all levels of the Company and its customers
- Strong attention to detail, organizational and time management skills
- Ability to maintain the confidentiality of sensitive information
- Self-motivated and independent problem solving ability
- Ability to coordinate and work on multiple projects at once
- Ability to work with frequent changes in procedures, directions and outcomes
- Ability to work flexible, non-standard hours and on-call shifts as required

The company offers a salary to commensurate with experience, and an excellent benefits package to include medical, dental and vision, and 401(k). This position is based in KSNA. No relocation is being offered. WCAS is an equal opportunity employer.

Please email your resume and salary requirements to: jobs@wcas.aero

No agency solicitations please.