

## JOIN OUR TEAM | CAREERS AT LEVIATE AIR GROUP

Updated as of 04/16/2021

### Position Available

Flight Coordinator

### Position Overview

Leviate Air Group is looking for a Flight Coordinator to help with day to day operations.

Type: *Full Time*

Reports to: *Director of Operations and Flight Operations Manager*

### Duties & Responsibilities

- Working effectively with the flight crew members assigned to company flights to ensure that safety, compliance and customer service opportunities are successfully orchestrated.
- Schedules ground transportation, hotel accommodations, and airline travel for flight crew and / or passengers.
- Coordinates aircraft handling with FBOs to include arrangements for fuel, catering, hangar, aircraft cleaning, after hours services, or other services as needed.
- Negotiates service item discounts with FBOs and contract fuel providers on a daily basis to meet department budgets.
- Performs pre / post flight briefings to crews and flight following duties as assigned.
- Collects all trip related paperwork from crews in timely manner and invoice charter flights within prescribed deadlines.
- Other duties as assigned by the Operations Management Team.

### Benefits:

- 401(k)
- Dental insurance
- Flexible schedule
- Health insurance
- Paid time off
- Professional development assistance
- Vision insurance

### Schedule:

- Day shift
- Holidays
- Night shift
- Weekends

### Work Location:

Dallas Head Quarters - 1700 Pacific Ave Suite 4600, Dallas TX 75201

### Work Remotely:

No

### Additional Information:

Visit the following link to complete your first interview... <https://leviate.typeform.com/to/iL7JqHpk>,

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Please send your resume and cover letter to [apply@leviateair.com](mailto:apply@leviateair.com)