Flight Following Clerk

Reports to: Flight Following Supervisor
Department: Flight Operations
Division: Everts Air Cargo
Station: FAI

Job Summary:
The Flight Following Clerk’s primary responsibility is providing administrative support to the Flight Following department as directed by the FF Supervisor. Primary duties are noted below and include but are not limited to; data entry, managing schedules, correspondence, project management and general office duties as needed. This position utilizes processes and resources in a manner that is efficient, effective and contributes to the overall success of the department in achieving goals.

Job Duties:
- Utilize the Time Clock plus Program to build and update employee schedules, assist with schedule tracking, employee clock in procedures and variance control.
- Maintain and update Company Manuals, Department Subscriptions, and Flight Operations documentation such as Jeppesen Manuals, Airport Supplement in accordance with update schedules and notifications.
- Coordinate ordering and distribution of charts and manuals. Assist in the completion of housekeeping responsibilities of the flight following office and Pilot Ready Room. Maintain the Pilot Lounge and Flight Following bulletin boards.
- Enter daily flight paperwork in required databases.
- Draft procedures under the direction of flight following supervisor Create PowerPoint presentations, excel spreadsheets and word documents as required.
- Assist with answering telephones and directing calls.
- Maintain department files such as charter destination files. Maintain the office supply cabinet ensuring it is well stocked and orderly.
- Complete copy projects and be the primary department contact for stocking & maint.
- Make travel arrangements, crew house reservations as requested. Manage key control and assignment of company vehicles.
- Work interdepartmentally as required to ensure interfaces and communication flows smoothly and required individuals are included on department processes and procedures that impact their work areas. Assist other departments/companies as required.
- Perform administrative duties and responsibilities as outlined in the Flight Following procedures manual. Organize and maintain department administrative flow to avoid duplication and increase overall efficiency.
- Monitor the use of CASS for authorizing jumpseaters access to our company’s 121 aircraft. (Steve-specifically what does this refer to? Is she FAA eligible to be given access to CASS?)
- Utilize the NO-FLY list and Flight Explorer as required by established procedures.

Additional Duties:

Safety
1. Comply with all safety aspects of your position.

Revised 05.23.2011
2. Be familiar with EAC’s Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Follow all Company practices and procedures.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those that you can’t personally correct to a supervisor.

**Security**
1. Maintain employee vigilance and report all security concerns.
2. Be observant of any Customers acting suspiciously and ensure that personnel/visitors are conforming to airport security guidelines.

The Physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

1. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.
2. Requires the ability to be sedentary for extended periods of time.
3. Shall perceive the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**Qualifications:**
1. Previous administrative experience.
2. Computer skills including: MS Word, PowerPoint & Excel and Outlook. MS Access is preferred.
3. Ability to demonstrate personal credibility and trustworthiness
4. Excellent interpersonal and time management skills
5. Capable of working with diverse personalities and under severe time constraints and pressure
6. Excellent written and verbal communication skills
7. Effective in team setting
8. Experience in planning and organizing projects
9. Attention to detail.

*This job description in no way states or implies that these are the only duties to be performed by this employee. He or She will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.*

Employee Signature __________________________________________ Date __________________________

Employee Printed Name ____________________________