



POSITION OPENING

Flight Training Dispatcher

Part Time/Full Time
Scottsdale, AZ (KSDL)

Job Description:

GGR Aviation is hiring candidates to fill the Flight Training Dispatcher position. This role will require employees to answer phones and record messages accordingly, utilize a scheduling system for daily operations and flight reservations, invoice clients, assist clients with completing the proper enrollment forms and various required documents, and other duties outlined in the daily checklist.

Qualifications:

- Aviation background required
- Open to working weekends
- Proficient with Microsoft Office
- Works well with others
- Ability to learn a flight scheduling software (Flight Schedule Pro)
- Professional, neat appearance

Please submit resume and any other supporting documents to
info@scottsdaleflighttraining.com including position title within
subject line