Assistant FBO Manager
Flightline, Southern Sky Maintenance and Avionics
Southern Illinois Airport, Carbondale, Illinois

General Description

The Assistant FBO Manager is responsible for delivery of customer and FBO services to include direct management and Profit and Loss responsibility. Duties include active participation and oversight of all aspects of the FBO including customer relations, line operations, flight training, aircraft maintenance, avionics sales and service, aircraft rental, business development, quality control, human resources and environmental and safety assurance.

The Ideal Candidate will have:

- Exceptional interpersonal and communication skills to positively relate to customers, airport tenants, employees, and regulatory agencies;
- Knowledge of relevant FAA rules regarding flight training, aircraft rental and aircraft maintenance to include FAA Parts 61,91, 141, 135 and 145;
- Knowledge of industry best practices regarding fueling and servicing of aircraft;
- Working knowledge of Microsoft office products, QuickBooks and web based applications;
- Proven ability to plan, organize and supervise the work of others;
- Ability to communicate effectively in oral and written form;
- Competencies in leadership, entrepreneurship, negotiation, operations decision making and customer orientation
- Current credentials as a CFII, MEI and A & P mechanic

Position Requirements:

Applicants should have a Bachelor’s degree plus 5 years of FBO experience, preferably in a management capacity, with experience in the full range of services provided by our FBO. We will also consider any combination of education and experience equivalent to these standards.

Salary and Benefits:

Salary will be based on candidate’s experience and qualifications within an initial range of $55,000 to $70,000. Benefits include Health/Life, Pension, Vacation/Sick leave, and others.

How to Apply:

Submit, in PDF format, a cover letter, resume’ and references. Send to: Gary Shafer, Airport Manager at: airport@midwest.net

Position open until filled