Flight Operations Manager

North Central Air Charter (NCAC) is a reliable and experienced private jet, turboprop, and piston charter operator located at the DuPage Airport just outside of Chicago. North Central Air Charter operates its own fleet of Citation Jet, Pilatus PC-12 and Cirrus SR22T aircraft.

We have international, national, and regional capability to service groups as large as eight travelers to as small as just one. Our flight crews have significant time in each aircraft type, and our operations staff is highly experienced in aircraft management. NCAC is Argus Gold rated and Wyvern registered, giving our passengers confidence that our safety and operations are independently reviewed. Our aircraft are maintained to an impeccable standard and ready on demand.

To grow our business, we are looking to add talent to our team. We offer an entrepreneurial environment with the potential to grow within an established industry leader. If you are a motivated self-starter who thrives in a fast-paced and high-energy environment with demonstrated excellence in prior endeavors and a strong desire to make an impact, apply to join our team.

Job description:

An NCAC Flight Operations Manager will be responsible for maintaining the fleet and crew schedules, ensuring adherence to all FAA Part 135 compliance requirements, generating trip quotes, assisting in the development of standards, negotiation/coordination of flight logistics, and ensuring that all operations are conducted in a compliant, professional, and timely manner.

Specific duties include:

- Maintains the fleet and Crew schedule.
- Prepares charter quotes, Crew flight paperwork, and other flight-related paperwork.
- Executes all trip details including: Client correspondence, FBO notification, generation of trip paperwork, securing of Crew accommodations and travel arrangements, negotiating and securing fuel rates, assigning flight crew, and providing trip briefings.
- Ensures all flight crew personnel are certified, current and supervised according to the requirements specified in the Federal Aviation Regulations prior to releasing a flight.
- Ensures appropriate manuals, publications and other documents required for flight are onboard all aircraft prior to trip release.
- Assists the Director of Operations in establishing regulatory and non-regulatory standards for North Central Air Charter procedures.
- Collaborates with the Director of Operations and Chief Pilot regarding flight crew personnel hiring.
- Works closely with the Chief Pilot regarding Crew scheduling, trip execution (to include monitoring weather, NOTAMs, E-STMP, etc.) and reconciliation.
- Serves as supervisory point of contact for flight crew personnel.
Additional duties may include: DER for employee onboarding, NATA/PRIA, Assistant AOSC and GSC for TSA TFSSP, and DER for Company Drug Program.

- Ensures all operations are conducted in a professional and timely manner.
- Prepare bi-monthly pilot payroll for submission to Accounting.

Knowledge, skills and abilities:

- General knowledge of geography, aviation meteorology, customer service, and corporate aircraft types and performance.
- Exceptional communication, writing, and teamwork skills.
- Solid computer skills, proficient in MS Office software
- Attention to detail in composing, typing, and proofing materials, establishing priorities and meeting deadlines
- Exceptional interpersonal skills and the ability to work as a team member while meeting individual performance goals
- Ability to foster relationships with other internal departments.
- Must be able to work in a fast-paced, demanding environment and demonstrate the ability to juggle and prioritize multiple tasks.

Required qualifications:

- Previous aviation industry specific work experience
- Experience with and an understanding of corporate aircraft operations and FAA regulations 14 CFR Part 91 and 135

Preferred qualifications:

- College Degree (Aviation or Business degree preferred)
- FAA Dispatch Certificate or Pilot Certificate
- FAA dispatch license preferred but not required
- Private Pilot’s License is a plus
- Experience with operating flight scheduling software systems preferred but not required
- Knowledge and experience with US customs entry/exit procedures as well as international handling