**Operations Coordinator**

The Operations Coordinator is directly responsible for ensuring all flights are organized and handled in a safe, efficient and professional manner in accordance with the General Operations Manual, Operations Specifications and company SOP manuals. This position interacts with flight crews for both routine, and non-routine events, and issues. They assist the flight crew with day-to-day flight planning information, as well as resolution of technical and/or operational issues. The Operations Coordinator will conference flight crew calls with other departments or personnel, to resolve open technical and operational issues. They will remain on the line with the flight crew until a resolution is reached while keeping the Flight Operations Supervisor apprised of open issues.

**Duties & Responsibilities:**

- Advises flight crews and operations staff of any conditions that may adversely affect the safety of the flight.
- Hangar requests and verifications
- Meteorological analysis and tactical collaboration with flight crew
- Monitor crew operational legality
- Brief flight crew of relevant NOTAM and TFR issues
- Monitors flight profile from departure to destination including intermediate stops and diversions.
- Recording flight times and fuel quantities reported by the crews
- Maintenance support coordination.
- Official crew duty time notifications
- Verifies legality of Voyage Reports and Load Manifest transmitted from the crew

Please submit your resume to careers.usa@gamaaviation.com with the subject line “Operations Coordinator.”