



## PLEASE POST EMPLOYMENT REQUISITION

**DATE APPLICATIONS ACCEPTED THROUGH:** Until Filled

**TITLE OF POSITION:** Frontier Flying Certified 121 Aircraft Dispatcher

**LOCATION:** Fairbanks

**SALARY LEVEL:** D.O.E.

**REPORTS TO:** Frontier Flying Service Dispatch Manager

### MINIMUM QUALIFICATIONS:

- Must have current 121 aircraft certification
- Excellent communication skills
- Detail oriented with good follow through a must
- Must be able to read fine print
- Good organizational skills
- Computer literate
- Work well under stress
- Juggle multiple tasks at one time
- Knowledge and follow through of Airline Operational Safety Issues
- Must be flexible with good attendance
- Team player

### DUTIES AND RESPONSIBILITIES:

- Authority and Responsibility for the safe dispatch, and flight tracking of company flights. May be solely responsible for up to 7 aircraft at a time.
- Jointly responsible, along with the pilot in command for the preflight planning of all flights using Jeppesen/NOAA approach plates, charts, and maps according to company operations specifications and Part 121 FAR's.
- Able to accurately read and interpret the Current and Forecasted Weather, NOTAM's, PIREP's, and Winds aloft.
- Ensure that each flight release and flight plan is properly and accurately prepared for each leg of flight.
- Advise flight crews of all adverse weather conditions along the route of flight via radios.
- In the event of an accident or incident, initiate and follow the procedures listed in the Emergency Response Manual.
- Monitor all company flights from origin through all intermediate stops to the destination airport via SABRE computer and Flight Explorer computer software.
- Issue the necessary instructions and information for the safe operation of all flights.
- Complete and file all necessary flight activity records per 121 FAR's.
- Maintain office supplies, manuals and company forms - able to lift up to 40 lbs.

### COMMENTS:

This is a full time position. Weekends may be required. Must promote safety, efficiency, and service through the exercise of initiative and sound judgement in all areas of operation.

Please fax an application and resume to HR at 907-266-8401. Applications may be downloaded from [www.frontierak.com](http://www.frontierak.com).