



Job Description Title: Admin/Scheduling

Division/Department: Operations

Location: Henderson, Nevada

Reports to: Business Operations Manager

Work Schedule: Monday through Friday Business Hours
Overtime as required.

Exemption Status: Non-Exempt

Summary of duties and responsibilities:
Oversight of daily office procedures and scheduling.

Primary duties and responsibilities:

1. Scheduling
Initiate and maintain schedules for client and instructor training including simulators, and ground school provisions. Interact with sales and customers to ensure customers are provided training within regulations.
2. Customer Service
Answer telephones and provide assistance to customers and LVFA personnel as required. Assist Training Center Manager as required. Complete any additional duties as required by LVFA and/or Training Center Manager.
3. Records Management
Prepare, manage, and store local documentation as required. Send daily log sheets to Corporate Office and mail original records and log sheets to Corporate Office as necessary.
4. TSA compliance
Verify that pilots have proper documentation to train and AFSP record-keeping requirements are met. Assist students with TSA requirements as necessary and maintain TSA records to include close out of files at end of training.
5. Office Management
Ensure that instructors and customers have an adequate classroom setup up and materials. Verify instructor pay sheets and billing prior to sending them to management.

Education, prior work experience, and specialized skill and knowledge:

Computer knowledge in MS Word, Excel, and PC proficient. Previous training scheduling and Part 142 experience desired. Good communication skills, ability to prioritize and problem solve. 2-year degree or higher education. Personable, amiable, friendly, outgoing personality, able to work under stressful conditions.

Physical environment/working conditions:

General office environment. May have some light lifting required up to 30 lbs. May require prolonged periods of sitting or standing, bending, and stooping. May have prolonged phone usage. Some travel may be required. Occasional weekends and holiday work may be required. Must be willing to take calls at home after hours and on weekends.

Equipment/machinery used:

General office equipment, such as facsimile, copier, personal computer, laminating machine, etc.