



## **Job Announcement**

**Position:** Juneau Dispatch/Flight Follower, Full-time, Seasonal (Spring)

**Compensation:** Wage will vary based on experience, starting at \$18 - \$21 per hour

**Job Summary:** Our Dispatch team is responsible for communications and monitoring of flights. Duties include aircraft and flight crew scheduling, aircraft flight following, monitoring pilot flight and duty time records to ensure pilots are qualified prior to flight assignment and monitoring aircraft hobbs times to ensure inspection and component times are not exceeded. Dispatch assists the pilot in command prior to flight with information including, but not limited to weather, notams, risk assessments, weight and balance. Employees are expected to comply with all safety procedures and airline policies and present a professional and positive image of Alaska Seaplanes.

**Schedule:** 8-hour shifts vary, starting as early as 4:00AM or ending as late as 9:30PM

### **Benefits:**

- 401k retirement plan with generous company match
- Flight/freight benefits with Alaska Seaplanes
  - Unlimited \$1 space available flights (available immediately)
  - 4 \$1 confirmed space flights (available after 60 days)
  - Unlimited 50% off confirmed space flights (available after 30 days)
  - 8 Buddy passes to share with family and friends (available after 30 days)
  - Special charter rates (available immediately)
- Discounted standby travel with Alaska Airlines (available after 90 days)
- Discounts on amazing adventures and gear rentals with our partner Above and Beyond Alaska
- Free or discounted reciprocal benefits with several local tour operations (Whale watching, helicopter tours, Mt. Roberts Tram, etc.)
- Opportunity for relocation assistance

### **Required Experience & Skills:**

- Must be 18 years of age
- Must be able to secure and evaluate weather
- Must be able to schedule aircraft and evaluate factors affecting scheduling
- Must be able to interpret operational circumstances
- Must be able to use all required company forms

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- Must be able to communicate clearly, effectively, and timely
- Must be able to proficiently use a computer and radio
- Must be able to work a flexible work schedule, including nights and weekends
- Must be a United States citizen or provide proof of right to work in the U.S.
- Must be able to obtain a Juneau Airport Badge
- Must be punctual and dependable
- Must be able to fluently read, write, and speak English

**Preferred:**

- Aviation Background