

## **Aircraft Management Coordinator**

Permanent, Full-time

### **Location**

Montreal, QC, Canada

### **Job Description**

ACASS, a leading provider of international business aviation support solutions is looking for an Aircraft Management Coordinator capable of coordinating and supporting activities related to the successful trip management of our aircraft fleet, working with internal departments, clients, crew, and service providers across the globe.

Reporting to the Manager of Aircraft Management, you will be responsible for day-to-day activities surrounding the smooth operation of our aircraft fleet by seamlessly coordinating with clients, crew members and suppliers.

In this full-time role, you will enjoy an attractive salary, benefits (medical and dental), training, mentoring and excellent opportunities for career advancement in a well-established company.

### **Responsibilities**

- Receive, qualify and quickly respond to client enquiries and trip requests.
- Verify and schedule destination airports that meet aircraft requirements (runway length, customs clearance, ground handling equipment, etc.)
- Coordinate and support daily activities related to ACASS's fleet trip management (i.e. transmitting customs information, handling arrangements, special VIP travel, catering arrangements, etc.)
- Track and follow up on aircraft fleet movements.
- Proactively update clients of unforeseen issues that could affect the schedule and provide alternative solutions.
- Conduct fuel price comparisons and arrange fuel releases for our aircraft.
- Create and update trip sheets outlining the FBO, fuel, catering, ground transportation and key information required for client, crew, dispatch, etc.
- Create and maintain strong professional relationships with colleagues, clients, crew members, suppliers, and other stakeholders.
- Liaise with the Charter Coordinator on charter requests.
- Support and assist crew on on-going trips.

## Qualifications & Skills

- Capable, energetic self-starter proficient in managing multiple projects, tight deadlines, and efficiently handling priorities.
- Strong problem-solving skills.
- Strong email and telephone etiquette.
- Friendly, personable, and eloquent, with the ability to engage with and relate to multiple personalities and cultures.
- Ability to maintain a calm demeanor in high-stress situations.
- Proficient in Microsoft Office Suite software, and competency or ability to quickly learn scheduling and database systems.
- Proficient in English, conversational French; additional languages are an asset.

## Requirements

- Minimum 2 years of experience working in the business aviation sector (or in a similar role), is required.
- Minimum two years of relevant business experience in a fast-paced environment.
- Must be able to work shifts to cover 24-hour x 7-days departmental operational needs.
- University degree or equivalent is preferred.
- Excellent English communication skills are a must. Additional languages are an asset.
- Flight dispatch experience is an asset.
- Previous experience as a project coordinator is an asset.

## Benefits

- Company events
- Dental care
- Discounted or free food
- On-site gym
- On-site parking
- Vision care
- Wellness program

## Work Location

- In person

## APPLY

If you are ready to elevate your career in business aviation and lead a dynamic team dedicated to excellence, we invite you to explore this exciting opportunity with ACASS. Join us in shaping the future of private air travel. Send resume to [careers@acass.com](mailto:careers@acass.com).

## Company Overview

ACASS is a leading worldwide provider of business aviation support services, including aircraft sales and acquisitions, flight crew staffing, charter, and aircraft management, with air operator certificates for Canada, Ireland, and the Republic of San Marino.