



WINDY CITY AVIATION – Immediate Opening Available!

Position: Aircraft Dispatcher

Windy City Aviation is pleased to announce an opening for an entry-level Aircraft Dispatcher responsible for aircraft scheduling, dispatching aircraft, logging flights, and tracking maintenance. Dispatchers are the nerve center of our organization. Other responsibilities include answering phones, greeting customers, dispatching aircraft and assisting with pilot shop sales. This position is ideal for recent graduates or students currently enrolled in an Aviation program, but an Aviation background is not required.

Located at Chicago Executive Airport (PWK) for 30 years, Windy City Aviation is a flight training center and flying club with over 120 active club members and more than 60 current students working towards a certificate(s) or rating(s).

Minimum Requirements

- Computer skills – proficient with Microsoft Office applications
- Multi-tasking and organizational skills
- Customer service, organization, and time management skills

Preference will be given to candidates that demonstrate:

- Previous Aviation-related work experience
- Possess or pursuing an Aviation degree
- Possess or pursuing a FAA Private Pilot License
- Possess or pursuing a FAA Aircraft Dispatcher License

Details:

- Benefits available after 90-days (Health & Dental)
- Complimentary WCA Flying Club Membership
- No relocation assistance provided

Interested candidates should send resumes to hr@windycityaviation.com.