



**Version: 2022.12**

**Job Title:** Vice President of Flight Operations

**Reports Directly to:** President & COO

**Supervises:** Director of Operations and Director of Maintenance

**Location:** Seattle, WA (Boeing Field)

**Erin Air is** a privately-owned company with over a 40-year history providing on demand private jet charter and aircraft management. Based at Boeing Field in Seattle with a maintenance facility in Spokane, Washington. Our reputation is built on reliable and exceptional service.

**As the Vice President of Flight Operations, you will...**be a member of the senior leadership team, accountable for overseeing and managing all aspects of the company's aviation operations including maintenance, pilots and dispatchers. You will play a critical role in ensuring the safe and efficient operation of aircraft. You must be knowledgeable about all aspects of aviation operations and have strong leadership and management skills to effectively manage a team of aviation professionals.

**Essential responsibilities of the Vice President of Flight Operations are...**

- Successfully manage all aspects flight operations
- Lead the development, communication, and implementation of efficient operational procedures and policies
- Implement new equipment, technology, or other changes to increase efficiency and productivity
- Ensures and verifies with Director of Operations that Company flight operations are conducted in accordance with applicable FARs and Company regulations and policies
- Monitor aircraft maintenance operations and ensure Director of Maintenance is on time with all inspections and repairs
- Accurately forecast maintenance schedule of all aircraft
- Coordinate with DOM and outside contractors to ensure that maintenance requests are fulfilled in a timely manner
- Regularly evaluate and improve the performance and efficiency of flight operations
- Champion Safety Management System (SMS) and support Safety Officer in ensuring it is followed by all employees of the company
- Monitor and report on progress against business plans and budgets
- Has oversight of Continuing Analysis and Surveillance System (CASS) for Part 135 certificate
- Advise President on matters of technician and pilot hiring, performance, and termination
- Maintain oversight of a close working relationship with the FAA
- Supports Charter Sales operations

**You will succeed in this role if you...**are an organized, articulate manager and cross functional leader of large teams. You use metrics to define success along with a focus on safety, relationships, and ownership in decision-making.

**We require that you...**

- Have a college degree (or 15+ years relative experience) and minimum of 5 years aviation management experience
- Have excellent leadership skills with the ability to provide mentoring, direction, and guidance to junior staff
- History of successful and profitable Part 135 aircraft operations
- Can effectively communicate and work with high-level corporate executives
- Possess exceptional communication and social skills allowing you to build business and professional networks and communicate strategic plans
- In depth knowledge of Flight operations
- Must be capable to perform the duties of this position full-time

*Other important qualities include:*

- A&P FAA certificate preferred but not required
- Thorough knowledge of operational and financial aspects of aircraft operations
- Working knowledge of FlightDocs, JetInsight and Foreflight preferred but not required
- Excellent interpersonal, analytical and communication skills; ability to get along with and work closely with customers and employees alike
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills
- Ability to be flexible and quickly adapt to changing requirements, special assignments, and workload prioritization

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with notice.

**Starting Salary DOE:** \$150,000-\$185,000

**Benefits Provided:**

- Annual incentive bonus up to 25% of salary
- Medical/Dental/Vision Premiums covered at 100% for employee and 50% dependents
- Eligible for 401K after 6 months of employment
- Four weeks paid vacation
- Company provided Laptop
- Cellphone **or** Internet Stipend \$60/month