

OPEN POSITION

We have an opening for the following position available at Centurion Cargo.

TRAINING ASSISTANT

Reports to: Director of Training

Hours: Full Time

OVERALL RESPONSIBILITIES

- Schedule simulator sessions for both Centurion and Sky Lease
- TSA clearances for Centurion and Sky Lease
- Schedule ground school and line checks for Crewmembers and keep FAA informed of all the schedules, including Crewmembers
- Help maintain Crewmembers records accurately
- Help maintain Flight Followers records accurately
- Schedule flight followers ground school
- Assist with the Flight Operations Manual revisions
- Assist with any visas for Crewmembers

REQUIREMENTS

- Full knowledge of FAR's
- Knowledge of the AIMS system
- Knowledge of our Flight Operations Training Manual
- Knowledge of windows excel
- File conversions
- Frame maker

Posted: November 5, 2010

Deadline: November 12, 2010

Submit resume to: Human Resources (mromero@centurioncargo.com)