

FBO Manager

Job Description:

The FBO Manager must be an experienced, customer service-oriented individual that will be directly responsible for the overall operation of the FBO and associated departments. Excellent communication and team-building skills are necessary as well as the ability to remain calm under pressure and have a high attention to detail.

Duties and Responsibilities:

- Assist the Director of Operations in aircraft sales, charter operation, and other pertinent duties
- Oversee and manage direct reports including all line service, CSR, aircraft sales, fuel sales, and HR operations
- Responsible for maintaining and growing fuel, hangar, and aircraft rental and management
- Contract review and negotiation, including but not limited to hangar leases, city leases, fuel supply, equipment and vendor contracts
- Implement and oversee human resources department and staff training
- Ensures that the FBO meets all appropriate laws and regulations

Job Requirements:

- 5 years or greater in a managerial role with an FBO or similar operation
- Demonstrated experience in communication with federal and local entities including Airport Advisory Boards, FAA, city officials and contractors
- Leadership experience in growth or change opportunities is desirable
- Must have a high sensitivity to providing world-class customer service
- Strong leadership, communication, organizational, and interpersonal skills
- Strong consideration would be given to FAA licensed pilots or A&P mechanics