

## Twin Cities Aviation Employment Opportunities



JOB TITLE (# OF OPENINGS)	DEPARTMENT	SHIFT	STATUS	DATE POSTED
Flight Instructor (2)	Flight School	As Required	As Required	2/1/2012
Customer Service/Dispatch (1)	Flight School	Part Time	Evenings/Wknd	2/1/2012

### Job Summary:

**Flight Instructor** Responsible for teaching students in both Cirrus as well as other primary aircraft. Teaching all level of students and pilots from zero time to professional pilots. Working at all of Twin Cities' locations, with abilities and desire to fill in other duties and tasks as needed. Qualifications: Bachelor's degree or equivalent combination of education and experience. A minimum of 300 total time, and CFI. We need individuals who, besides having proven CFI experience, have excellent communication and sales skills and a passion for teaching students. Desirable qualities include: CFII, MEI, CSIP, Professional demeanor, Avidyne and Garmin Perspective experience.

**Customer Service/Dispatch-** Oversees all day-to-day operations at the front desk, including: order processing, customer service, inventory management, answering phones, aircraft management, and financial management. Contributes significantly and assists line personal in moving aircraft, cleaning, and other labor duties. Qualifications: High school diploma, retail management, or other equivalent combination of education and experience. Proven and positive business communications and customer service skills. Solution oriented problem solving skills. Strong attention to detail, including the ability to manage operations at all levels within flight department. Ability to be self motivated, persuasive, and resourceful. Basic computer skills, including spreadsheet functions. Ability to prioritize multiple tasks and deadlines and work within challenging deadlines. Ability to demonstrate effective communication, negotiating and influencing skills at all levels of the organization.

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**Please send employment applications to:**

Twin Cities Aviation  
ATTN: Human Resources  
8891 Airport Road Box A-2  
Minneapolis, MN 55449  
Phone: 763.780.4375  
Fax: 763.780.4612  
Email: [info@tcaviation.com](mailto:info@tcaviation.com)