

- Pilot Training
- Aircraft Rental
- Hangar Rental
- Aircraft Maintenance



830-460-9028
Flight Ops x1, Maintenance x2
admin@barioaviationservices.com
BarioAviationServices.com

Dispatch

Bario Aviation Inc. is seeking a *full time* Front Desk Dispatcher. This position requires a personal commitment to Bario Aviation Inc.'s goals and core values and the willingness to demonstrate those core values in all activities performed for Bario Aviation Inc. or while representing Bario Aviation Inc. The incumbent(s) of this position are active participants in the organization and support the changes necessary for the organization's survival.

Primary Duties includes but not limited to:

- Administration/Secretarial Duties
- Scheduling and Dispatching of aircraft
- Scheduling of customers for aircraft use
- Preparing required documentation for the required aviation related certifications needed by Bario Aviation Inc, and
- Additional administrative and light duty as required.

Safety / Accountability Requirements:

- All services necessary to ensure safe, accurate and timely execution of all flight operations at Bario Aviation Inc.

Reports to / Supervises:

Reports directly to the Admin and Chief of Operations

Your one stop shop for all your Aviation needs

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Knowledge and Experience Required:

- Strong Customer Service Skills
- Strong Phone Etiquette
- Scheduling Experience
- Data Entry Experience
- Strong Written and Oral Communication Skills

Employment is dependent upon successful background check, security check and drug screen.

If you are interested in this position, please call (830) 460 – 9028 x1 (ask for Mario) or email resume and credentials to admin@barioaviationservices.com.

About Bario Aviation, Inc.

Bario Aviation, Inc. is a flight school dedicated to providing flight training for all levels of pilots. The company also offers services such as aircraft rentals, instrument proficiency checks and aircraft maintenance. Please visit www.barioaviationservices.com for more information.

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