



Job Title: Airline Flight Dispatcher/Customer Service Rep.

Street Address:

6000 South Eastern Avenue
STE. 9-E
Las Vegas, NV. 89119

Position Objective:

Airline Flight Dispatchers are responsible to safely dispatch shuttle van drivers to their assigned Airline Trips surrounding McCarran Airport area.

Shifts: 6AM-2PM , 2PM-10PM , 10PM-6AM .

**Shifts are assigned based on seniority, you must have open availability to work any given shift including weekends and holidays.*

***JOIN OUR TEAM AND EARN A \$500 SUMMER BONUS!
MUST COMPLETE 90 DAY PROBATION!***

Essential duties and responsibilities include, but not limited to:

- Schedule and Dispatch drivers to specific locations throughout the shift
- Use of a VHF two-way radio
- Maintain excellent communication with airline staff and independent contractors
- Answer phone calls, screen and direct calls to office staff
- Send and receive emails and reports to management
- Use multiple software, office machines (i.e. copy machine)
- Provide any other assistance as requested by management

Requirements for this position:

- Must pass a pre-employment drug and alcohol test and random tests throughout the time of employment. DOT does not allow the use of Marijuana.
- Must be flexible to work weekdays, weekends, holidays, day & night shifts.
- OVERTIME may be required without notice.
- Must have Customer Service Etiquette and Phone Etiquette.
- Must be a U.S. Citizen or permanent resident or possess a valid work permit.
- Must be at least 18 years of age.
- Huntleigh USA/LAS is a 24/7 operation!

Other preferred qualifications:

- Work well as part of a team and with minimal supervision
- Have basic computer skills for data input into Excel and Microsoft Office
- Have time management skills
- Ability to multitask
- Ability to pay close attention to details
- Ability to think/work clearly in a fast-paced environment and make decisions while under pressure
- Maintain personal appearance and hygiene
- Have reliable transportation to work
- Have a working cell phone
- Have the desire and ability to provide outstanding customer service on a continuous basis
- Have a clean background and able to obtain a SIDA Airport badge if and when necessary

Physical demands:

- Must be able to sit for a long period of time and be able to stay alert throughout your shift.

Salary:

\$12.25 per hour *(EARN A \$500 SUMMER BONUS!)*

Benefits:

Health, Dental, and Vision insurance are available after 90 day probation period.

COVID-19 Procedures:

Company policy requires all employees to wear a mask while working and to adhere to any and all additional safety measures required at the facilities in which we operate.

ABOUT HUNTLEIGH USA CORPORATION:

Established in 1992 provides general and aviation security solutions and services to commercial and private companies. The company offers general security services, such as background checks, event security planning, retail loss prevention, risk analyses, security concept development, security guards/officer services, security surveys and audits, and security system design. It also provides security consultant services; and aviation and other related services, such as access control, aircraft guarding and cleaning, aircraft search, airline crew transportation, baggage security, charter flight screening, janitorial services, passenger screening, pre-board screening, skycap, and wheelchair services.