



Job Title: Operations Coordinator (Scheduler)
Company: Aerius Management
Location: Hybrid (includes remote and office work)
Position Type: Full-Time

About Aerius Management:

Aerius Management is an innovative and service-oriented organization with a drive to create value and differentiated service for a select group of clients. We are seeking a talented and experienced Operations Coordinator (Scheduler) to join our team and play a pivotal role in supporting our diverse group of clients.

Job Summary:

The Operations Coordinator at Aerius Management will be responsible for overseeing and supporting the daily movement of fleet aircraft. This includes the facilitation of all trip logistics, including crew assignment, passenger ground transportation, catering, and international permitting and coordination. The ideal candidate will have prior experience as a corporate or charter scheduler, excellent interpersonal and organizational skills, and the ability to collaborate effectively with various departments within the organization.

Key Responsibilities:

Flight Coordination: Manage all aspects of client aircraft scheduling and dispatch including, but not limited to.

- Promptly respond to client scheduling requests and inquiries.
- Coordinate airport and route selection with the assigned flight crew.
- Collaborate with flight crews to determine mission feasibility (airports, duty and rest, etc.).
- Arrange client-requested logistical items to include catering and ground transportation.
- Procure and assign independent contract pilots on an as-required basis.
- Facilitate international permitting by coordinating with handling agents.
- Evaluate pending flights for logistical or compliance issues.
- Facilitate an effective pass-down when going off duty.
- Assist with the coordination of supplemental charter to support client needs during scheduled maintenance, AOG events, or when needed to supplement normal operations.

Flight Following: Maintain real-time status and tracking of client aircraft, to include.

- Maintain situational awareness of all active flights.
- Update service providers on changes to the proposed schedule in real time.
- Notify management of trip irregularities or incidents (maintenance issues, substantial delays due to ATC or international authorities, diversions, etc.).



Recordkeeping and coordination: Ensure that flight and crew records are maintained in accordance with company policy.

- Input independent contractor records into the company database.
- Ensure that all independent contractors are eligible for duty assignment by way of coordination with management.
- Confirm that flight crews have updated their daily flight logs and that the flight logs appear accurate.

Qualifications:

- Two years of prior experience in corporate or charter scheduling.
- Understanding of training and currency requirements under 14 CFR Parts 61 and 91.
- Excellent communication and interpersonal skills.
- Ability to handle confidential information with discretion.

How to Apply:

Interested? Please submit your resume via our online application at www.aeriusmanagement.com/careers.