

## EMPLOYMENT OPPORTUNITY

**POSITION:** Part Time AOC Coordinator  
**DEPARTMENT:** Terminal Operations – Airline Division  
**SALARY:** \$14.22 per hour  
Level 7

### MINIMUM REQUIREMENTS:

High school graduate and four (4) years experience in airline or airport operations , scheduling, monitoring and coordinating flight and/or ground activity or an equivalent combination of education, training and experience. Experience in an airline or airport operations center or related dispatch experience preferred. Fluency in English and excellent oral and written communication skills required with knowledge of one or more languages desired. Knowledge of aircraft and airport/airline ground operations (IATA/ICAO codes) preferred. Must have strong customer service skills, be able to remain calm and effectively multi-task during emergencies and stressful situations, and be able to make split-second decisions under pressure. Advance knowledge of Excel, Word, and PowerPoint desired. Type 25 CWPM and keyboarding skills required. A valid Florida Driver's License required. **Must be able to work rotating shifts, including early mornings, late evening, holidays and weekends.**

Monitor and coordinate day to day operation of the Authority-managed common use facilities (gates, hardstands, bag claims, ticket counters, and baggage handling systems). Recognize and evaluate unusual situations; anticipate potential operational conflicts and resolve/request assistance to resolve such conflicts in a timely manner. Schedule common-use facilities, input flight information on various airport display media, receive and relay information essential to airport operations, including inclement weather warnings. Prepare monthly reports for billing of common-use facilities. Perform other related duties as assigned.

**DATE POSTED:** Monday, January 30, 2012

**\*\*APPLICATIONS SHOULD BE RECEIVED NO LATER THAN 5:00 P.M. \*\***

**DEADLINE FOR FILING:** Friday, February 10, 2012



**Greater Orlando Aviation Authority**  
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Orlando, Florida 32827-4399

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EQUAL OPPORTUNITY EMPLOYER