



SOC AGENT

Department: SOC

Reports To: Director SOC

Basic Function: Facilitate safe, efficient, FAR compliant and profitable daily operations as the central service unit by effectively communicating, scheduling and coordinating with all other departments directly and indirectly involved with aircraft operations.

A. Qualifications:

1. Maintains work responsibilities without direct supervision, in an ever-changing dynamic environment.
2. Must be able to work with others in a calm, patient, and professional manner during times of stress.
3. Thorough knowledge of Microsoft Excel is preferred.
4. Good communications and interpersonal skills.
5. Must be able to adapt quickly to changing priorities to meet customer needs.
6. Ability to deal with several subjects simultaneously.
7. Working knowledge of PCs.
8. Sabre knowledge in Flite Trac, Schedule Manager, and Native Sabre is preferred.

B. Authority:

1. Daily revenue management decisions.
2. Planning and implementation of long term schedules.

C. Responsibility:

1. Ensures the provisions of the CPA (Capacity Purchase Agreement) contract are adhered to.
2. Compliance reports in regards to CPA contract.
3. Monitors crew member qualifications with respect to operational limitations such as special airports, crew pairings, and other Company imposed restrictions.
4. Establishes efficient daily flight crew assignments for scheduled flight operations.
5. Provides daily monitoring of each crew member with respect to regulatory compliance with FAR flight and duty regulations to include Flight and Duty Log.
6. Provides crew assignments and/or reassignments to facilitate daily changes in operational requirements.
7. Develops and maintains monthly schedule for crew members.
8. Assists in development of crew member scheduling policies and procedures.

9. Implements reports for schedule planning, revenue monitoring, and irregular operations.
 10. Creates future schedules based on historical data, planned available aircraft, and crew limitations.
 11. Implements schedules into Sabre products.
 12. Receiving and accommodating large Seafood group movements.
 13. Coordinates acceptance and implementation of charters.
 14. Monitors and coordinates daily operations and ensures the safety of those operations.
 15. Ensures adherence to Federal and Company rules, regulations, policies and procedures, directives, objectives, tasks, and irregular operations contingencies.
 16. Ensures the integrity of the Core Schedule.
 17. Develops, coordinates, and implements irregular operations.
 18. Communicates operational and non-operational information to relevant Company personnel.
 19. Distribution of the daily schedule.
 20. Continuous flight monitoring and updating stations of late arrivals, verifying crew legalities, and flight status notifications to maintenance.
- D. Controls
1. Capacity Purchase Agreement
 2. FAR's
 3. Audits
 4. Annual performance evaluations

(Compensation: wage starting \$14.00 – 17.22)

Send your resume:

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- Fax: (907) 771-2661
- Email: hr@penair.com pilotresume@penair.com

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