

Landmark Aviation is one of the world's largest providers of business aviation services. Building on decades of industry expertise, Landmark has over 40 locations in the U.S., Canada and Western Europe, and offers a variety of services including Fixed Base Operations (FBOs), maintenance, repair and overhaul (MRO), and charter and aircraft management. Our organization employs the highest quality professionals, and is dedicated to providing exceptional service and uncompromising safety standards across the network. Landmark's comprehensive benefits package reflects our concern for employees and their family members. We offer medical, dental, vision, life and disability coverage, flexible spending accounts and a 401(k) plan.

We are currently seeking a Customer Service Representative for our Dallas location.

The position details are:

- Arranges for customer travel, hotel reservations, auto rental, entertainment and other varied requirements
- Tracks aircraft arrival and assures prompt line service
- Arranges for prompt customer de-briefing by appropriate technical personnel
- Over time hours-when needed
- Observes all safety, environmental and general housekeeping rules and policies
- Other duties as assigned

Requirements:

- Excellent telephone and customer service skills
- Proficient in computer operations (internet, email, Microsoft Word)
- Knowledge of radio procedures and protocols preferred
- Prior experience working in an airport or Fixed Base Operation environment preferred
- Prior experience with TFBO preferred
- Prior hospitality experience preferred
- Ability to perform light to medium lifting as necessary

- Must maintain a valid state driver's license.
- May be required to work overtime, nights, weekends to support customer or operational requirements.

To apply for this position please visit our career website:
<https://landmarkaviationcareers.silkroad.com>

Landmark Aviation is a Drug Free Workplace

Landmark Aviation is an EEO/AA Employer M/F/D/V.