



Position Available: LINE SERVICE TECHNICIAN

Contact: 619-448-5991 or send your resume to careers@circleag.com

Circle Air Group is the newest full service FBO in San Diego located at Gillespie Field. We offer world class concierge services, aircraft ground handling, line services, maintenance and avionics to corporate and general aviation customers. At Circle Air, we provide exceptional personalized customer service to create a memorable experience and life-long customers. All of our frontline staff receive specialized hospitality training from the Ritz Carlton. We are looking for an individual that is passionate about customer service, loves aviation, enjoys a fast-paced entrepreneurial environment and takes pride in their work.

Compensation

\$11 to \$15 hourly commensurate with experience

Benefits Offered

Medical, Dental, Vision & Life

Employment Type

Full-Time or Part-Time

Who We're looking for

- Energetic, positive, sincere, individual that loves connecting with people
- Strong communication skills
- Multi-tasker with "can-do" attitude and love of learning
- Team player willing to embrace change in entrepreneurial, fast-paced environment
- Works well independently without direct supervision and within a team
- Creates and spreads positive culture
- Someone who wants to be the best version of themselves
- Critical time management skills—able to prioritize
- Ability to easily lift 50 lbs
- Mechanically inclined
- Dependable, reliable and flexible

Position/Responsibilities/Expectations

- Act as first point of contact greeting customers and assisting them with aircraft arrival, departure and related services
- Fuel aircraft in accordance with all specifications, fuel quality & control standards
- Tow and marshall aircraft
- Ensure aircraft are properly chocked, locked and secured
- Assist passengers, pilots and customers with baggage, plane side cars and requests
- Assist pilots with aircraft pre and post flight service
- Top off fuel trucks and complete proper paperwork
- Operate ground support equipment (mules, tugs, LAV, GPUs, forklifts, etc.)
- Provide basic security to people and property
- Direct people, drivers and flight crews on ramp area
- Greeting, interfacing with customers and upselling

- Provide back up to Customer Service Representatives assisting customers with requested concierge services including coordinating all ground transportation, crew cars, hotel accommodations, catering, restaurant reservations and invoicing
- Work closely with pilots, CSRs, and other Circle Air personnel ensuring all services and requests for customer are met in a timely manner
- In the event of a problem, correct the problem independently or enlist the help of senior management to resolve
- Participate in NATA Safety 1st training
- Maintain Circle Air positive, friendly, professional image at all times
- Assist other departments as required including facility cleaning
- Other duties and tasks as assigned

Requirements

- Experience in customer service or aviation industry, a plus
- Must pass drug test prior to employment, comply with Circle Air's random drug testing policy and satisfy all DOT (Department of Transportation) requirements
- Must possess valid state Driver's License and meet company insurance requirements
- Must be at least 18 years of age
- Flexible schedule and ability to work days, nights and/or weekends

About Circle Air

Circle Air Group, located at Gillespie Field (KSEE) in El Cajon, CA, is a full service FBO offering a private passenger terminal with world class concierge services and amenities, the largest FAA Class IV Part 145 repair shop in San Diego and comprehensive onsite avionics shop. Our maintenance technicians have over 30 years of experience, specializing in Citation, King Air, Gulfstream, Challenger, Falcon and larger aircraft. We have over 70,000 sq. ft. of hangar rental space and over 400,000 sq. ft. of concrete ramp space. With Gillespie Field being only 20 minutes from La Jolla and Downtown, it is a hidden gem in the world of corporate and private air travel.

In the first quarter of 2017, we begin major renovations, transforming one of the nicest facilities in San Diego to one of the finest in the country, including an elegant interior suite remodel, gorgeous contemporary exterior, and development of a 3-acre parcel constructing 40,00 square feet of additional hangars with contiguous ramp space.

At Circle Air our philosophy is simple ... give our customers the best possible experience and they come back. We love aviation. That's why Circle Air is committed to having a passionate team that anticipates our customer's needs, pays great attention to detail, safety and security, and strives for excellence in everything we do. We are also proud to be a member of the esteemed Air Elite Diamond Service Network of exceptional FBOs worldwide.

Check us out at www.circleag.com.