



Tradewind Aviation, LLC
Waterbury-Oxford Airport
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CUSTOMER SERVICE NIGHT COORDINATOR

Tradewind Aviation is a growing Part 135 Commuter & On-Demand Operator with bases in Waterbury/Oxford, CT (OXC), Westchester, NY (HPN) and San Juan, PR (SJU) offering premium scheduled service throughout the Northeast and Caribbean.

For further details, check our website: www.flytradewind.com

Tradewind Aviation is seeking a motivated applicant for immediate full-time employment in the Charter Office at the Waterbury Oxford Airport.

RESPONSIBILITIES MAY INCLUDE:

- Assisting Flight Coordinator Staff in administrative and customer service duties during overnight hours.
- Providing flight reservation support to clients via phone and email.
- Monitoring movement of aircraft with flight crews and maintenance staff.
- Arranging customer and crew transportation/accommodations.
- Researching airport locations for future trips.

PREFERRED QUALIFICATIONS:

- Prior customer service and aviation experience.
- Applicant must be comfortable working independently.
This is an overnight position from 8pm to 6am.

REQUIREMENTS:

- Microsoft office – Outlook, Word, and Excel.

BENEFITS:

- Medical, dental, vision, and 401(k) plans available.
- ZED fare standby travel benefits on various US and International airlines.

To apply please send your resume to employment@flytradewind.com

Tradewind Aviation, LLC. Is an Equal Opportunity Employer