



Springfield-Robertson County Airport
4432 Airport Rd. Springfield, TN 37172
Phone: (615) 985-4432 | Fax (615) 384-2450

JOB DESCRIPTION

POSITION: Weekend Operations Agent

DEPARTMENT: Airport

JOB TYPE: Part-Time

LOCATION: Springfield-Robertson County Airport

RESUME: Thank you for your interest in the weekend operations agent position. Please send resume or for additional inquires and questions to: Jennie Omer (customerservice@srcairport.com)

Qualifications

- Be pleasant with others on the job and display a good-natured, cooperative attitude
- Be reliable, responsible, and dependable, and fulfill obligations
- Attention to Detail
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior even in difficult situations
- Accept criticism and deal calmly and effectively with high-stress situations be open to change (positive or negative) and to considerable variety in the workplace
- Willingness to take on responsibilities and challenges
- Be sensitive to others' needs and feelings and be understanding and helpful on the job
- Abiding to SRC Airport policies and procedures, guiding oneself with little or no supervision and depending on oneself to get things done
- Must safely perform the essential functions of the position
- Knowledge: Computer literate with proficiency in Microsoft Word and Excel
- Must be able to work alone and use independent judgment
- Capable of handling multiple tasks simultaneously
- Ability to read, write, fluently speak and understand the English language
- Must possess a valid driver's license



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Responsibilities

- Establishes and maintains positive rapport and communications with all Clients.
- Coordinate all administrative functions.
- Maintain records of all aircraft, flights serviced, and services performed
- Monitors emails, computers messages, and telephone calls
- Act as Account Supervisor when Supervisor is not present
- Fueling aircraft from the fuel truck
- Assist farm fueling when necessary
- Other duties as assigned by Supervisor or Manager

OTHER INFORMATION

The Springfield-Robertson County Airport is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, sex, sexual orientation, gender identity, national origin, age marital or veteran status, genetic information, the presence of disability, or any other legally protected status.