

Job Description

Job Title:	Summer Intern – Aeronautical Information Services Officer (AISO)	Job Category:	Technical Operations
Department/Group:	AIS	Job Code/ Req#:	
Location:	ORIA (General Aviation Terminal)	Travel Required:	None
Level/Salary Range:	Grade R	Position Type:	4-8 Weeks (Summer Internship)
Job Holder:			

Job Purpose

We are looking for a Summer Intern who is interested in the Aviation field and is looking for hands on experience regarding Aeronautical Publications (NOTAMs and AICs), Flight Planning, Customer Service, Invoice Generation, and collection of Flight Progress Strips to maintain the Aircraft Movement Log. The successful intern will be very detail oriented and is able to efficiently multitask when under a stressful environment. The intern will assist the on duty AISO/AISS to perform all daily tasks such as providing customer service to General Aviation Pilots, Handling Agents and other aviation stakeholders. They will also be responsible for making sure Flight Plans and all pertinent information is correct and collected prior to departure and associated invoicing.

Role and Responsibilities

- General assistance to AISO/AISS with any tasks required
- Input arrival and departure information from the Flight Progress Strip (FPS) into the Aircraft Movement Log
- Recording of any errors found on FPS
- Collect supplemental information from Pilots
- Assisting with filing of flight plans
- Reviewing of flight routes for flight plans sent for review via email
- Assisting with providing corrections to flight plans
- Assisting with disseminating of publications (NOTAM/AIC)
- Assisting with invoice generation using ALFA
- Participate in providing invoices to Handling Agents
- Updating documents as necessary

Note: All the above responsibilities will be done under the supervision of the on duty AISO/AISS.

Preferred Qualifications

- Interest in learning more about an important aspect of Aviation in the Cayman Islands
- Currently pursuing a diploma or degree. Preference given if aviation related
- Ability to multitask
- Strong communication and interpersonal skills
- Ability to work efficiently in a potentially stressful environment
- Computer literate (basic use of Microsoft Office Suite)
- Ability to retain information and execute demonstrated tasks

Training & Education

The intern will be given an opportunity to receive on the job training specific to AIS as well as the following if available:

- Safety Management System Training
- General Security Aviation Training
- Air Safety Support International E-Learning
- Any other appropriate training available during period of internship

Working Conditions

- Minimal outdoor exposure, mostly in office in air conditioning with adjustable lighting
- May require extended periods of sitting

Benefits

Career development support:

- Real world experience in customer service
- Hands on aviation operation experience
- Opportunity to form professional relationships with aviation stakeholders
- Performance reviews
- CV experience
- Remuneration

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