



**Pryor Field Airport Authority**

**JOB ANNOUNCEMENT**

**Customer Service Representative (CSR)**

**(Part-Time Position / Up to 28 Hours Weekly)**

**Hours:** Rotating schedule. Business hours M-F 7am-7pm, and Sat-Sun 8am-5pm.

**Pay Range:** Starting Pay \$12 - \$14.50 per hour.

**Job Duties:** The purpose of this position is to provide customer service support to pilots and passengers using Pryor Flight Center/Pryor Field Regional Airport. Other job duties include but are not limited to answering phone calls, scheduling aircraft services/arrivals/departures, maintaining the terminal building in a neat and orderly manner and all other duties as assigned. This position will report directly to the FBO Manager.

**PHYSICAL DEMANDS:** The physical demands described here represent those that must be by an employee in order to successfully perform the daily functions of this job. Reasonable accommodations may be made to enable employees with disabilities to perform the daily functions. During the performance and duties of this position, the employee is frequently required to stand, walk, sit, and use hands to handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and or move up to 30 pounds.

**Requirements:** Applicants must have a minimum of a standard high school diploma or GED. Current or past aviation experience is not required. Must possess a valid driver's license. This position is subject to drug screening. Ideal applicant will have very good communication skills and high-level work ethic.

Apply at <https://flydcu.com/job-opportunities>. If you have any questions please contact us at 256.355.5770 or by emailing us at [afox@flydcu.com](mailto:afox@flydcu.com).

*This job posting will run until position(s) are filled.*

**Pryor Field Airport Authority is an Equal Opportunity Employer.**