



Pryor Field Airport Authority
JOB ANNOUNCEMENT
Customer Service Representative (CSR)

Hours: Flexible Hours (Full Time)

Pay Range: Based on Qualifications. (Exempt)

Job Duties: The purpose of this position is to provide customer service support to pilots and passengers using Pryor Flight Center. Other job duties include but are not limited to answering phone calls, scheduling aircraft services/arrivals/departures, operating the Authority's Point of Sale (POS) system, maintaining the terminal building in a neat and orderly manner and all other duties as assigned. This position will report directly to the Executive Assistant to the CEO.

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 but preferred. Must possess a valid driver's license. This position is subject to drug screening. The ideal applicant will have great communication skills, organizational skills, working knowledge of Microsoft Office applications, and a high-level work ethic. Must be able to read, write, and perform basic math.

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

About Pryor Field Airport Authority:

Located in Limestone County, Alabama, Pryor Field Regional Airport (DCU) is one of the busiest general aviation airports in Alabama. It serves the needs of corporate, private aircraft, and cargo operations on a national scale. The airport is owned and managed by the Pryor Field Airport Authority. The Airport Authority is a team member-based organization that stands on three pillars: Safety, Service, Growth. DCU is the gateway to North Alabama.

Pryor Field Airport Authority is an Equal Opportunity Employer.