

We are committed to providing a stable, growth-oriented and inspiring work environment that offers opportunities for professional, personal and financial growth. If you are interested in joining a growing team, where **YOU** are our most valuable asset, then MAC is the place for you.

International Base Manager

POSITION PURPOSE:

International Base Manager will plan, coordinate and execute the day to day international base operations for BQN,SJU, SLU, FLL and MIA. International base manager will also manage the pilot group, maintenance tasks and logistics for assigned bases.

DUTIES AND RESPONSIBILITIES

- Establishes and keeps good relations with airport authorities, field administrators and ramp managers, handlers, and other service companies
- Manages the availability and readiness of staff, equipment, supplies and services.
- Reviews and updates International Contracts
- Manages base equipment, vehicles, and employee badging.
- Updates airport information guide when necessary with MAC publications
- Works with travel in apartments and any MAC vehicles.
- Oversees hanger needs, agreements, and contracts along with tiedown installation and inspections
- Works directly with Flight and Safety to coordinate any emergency response as necessary to include Hurricane repositions and response.
- Oversees the handling agent to perform ground handling services
- Tracks and assists with coordination of aircraft maintenance to ensure operational reliability
- Assists with scheduling and optimizes resources to maintain the flight schedule
- Diligently manages service during operational disruptions with the goal of maintaining a high level of customer service and reliability
- Assists with obtaining and maintaining all permits and authorizations necessary for international flight operations
- Other duties as assigned

Education and Experience:

- A Bachelor's degree in Aviation Management or equivalent work experience
- Have a minimum of 5 years' experience in working in aviation
- Must have a good command of English and Spanish language, both written and verbal.
- Must have prior supervisory experience

Job Knowledge, Skills and Abilities:

- Job duties to be performed are highly specialized and require a unique set of qualifications. Those duties are critical to operational readiness
- Thorough knowledge of ICAO and FAA rules and regulations
- Knowledge of SMS
- Have exceptional problem solving, organizational and communication skills
- Have the ability to learn quickly and handle stressful situations

Supervisory Responsibilities:

- Yes

Work Environment:

- Work typically performed in an office environment. However, sometimes work involves moderate exposure to unusual elements such as extreme temperatures, dirt, or dust, etc.
- Light physical effort - Requires handling of average-weight objects up to 10 pounds or some standing or walking. Exposed to any number of elements but with none present to the extent of being disagreeable.
- May work at different locations as needs require.
- Ability to travel to offsite locations (Up to 75%).

Mountain Air Cargo, Inc. is an Equal Opportunity Employer. We offer a comprehensive benefits package.