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**POSITION: Operations Manager- Full-Time/Year-Round**

**SUMMARY**

Gem Air is a small air-service provider based in Salmon, Idaho; our rural mountain town offers easy, out-your-backdoor access to rafting, fishing, mountain biking, hunting, skiing and more. Our mission at Gem Air is to provide our customers with safe, reliable, and clean air service from a courteous and professional staff.

We are looking for an Operations Manager to join our team. This position will require hands-on administrative and communication work, as well as good decision making skills. To thrive in this position, you'll need to be extremely organized and be a great communicator. In terms of work background, you'll need to have management and/or leadership experience, as well as aviation and/or logistics experience. This position will have a broad set of responsibilities, including planning and executing regular internal communications, organizing and maintaining a number of official records, completing some HR duties, assisting with scheduling, managing fuel inventory, and more. This position will be dynamic, and require an ability to be both very organized and flexible.

We're hoping to hire a long-term team member into this position. Please apply to this position only if you feel comfortable with the idea of staying with the job for 2+ years.

**THE EXPECTATIONS AND RESPONSIBILITIES**

- Take pride in your work, and the work of our company. Conduct yourself in a professional, honest, fair, and ethical manner at all times.
- Assist in maintenance of records required by the Federal Aviation Administration.
- Research and lead implementation of electronic record keeping per FAA standards
- Ensure all flights are assigned pilots, and have what they need in order to be executed safely
- Plan and execute meetings and regular internal communications regarding operations and scheduling.
- Communicate with sales, flight, and mx departments to determine schedule needs and identify issues
- Assist with flight scheduling, to include making final decisions on in-the-moment changes that need to prioritize safety, as well as balance company profitability and customer satisfaction.
- Use our scheduling software to keep the system up to date with changes
- Ensure that changes are communicated to anyone that needs to know, from pilots to office staff, to maintenance, to customers
- Gain familiarity with our backcountry operations, to include where airstrips are, and what our aircraft/pilot capabilities are into those strips.
- Assist with some hiring. Maintain employee records.
- Work with flight crew to schedule recurring training, checkrides, medicals, drug tests, etc.
- Manage aircraft fuel and TKS inventory, order and coordinate deliveries with the shop.
- Other duties as required



#### **APPLICANT REQUIRED QUALIFICATIONS**

- Must have at least 3 years management/ workplace leadership experience
- Must have significant scheduling/logistics experience.
- Proven organizational skills
- Proven communication skills
- Proven leadership skills

#### **APPLICANT PREFERRED QUALIFICATIONS**

- Part 135 Aviation Experience
- Bachelor's in Management or Operations Management
- Knowledge of the airstrips in the Frank Church and Selway-Bitterroot Wilderness areas

#### **SALARY AND BENEFITS**

- \$60,000, final salary DOE
- 401K eligibility after 6 months, up to 4% employer match
- Medical Benefit up to \$200/month
- 2 weeks Paid Vacation. Unpaid vacation negotiable. Vacation does not roll over year to year.
- 5 days Sick Leave. Sick days do not roll over year to year.

**TO APPLY:** Please submit your resume and cover letter to [jo@gemairflights.com](mailto:jo@gemairflights.com)

**DEADLINE TO APPLY:** Open until filled