

**Title: Trip Support Specialist****Location/Type: Houston, TX – Full Time****Summary:** Performs flight operations and trip arrangements for corporate, commercial, and military aviation, creating a single support and services provider to clients.**Duties & Responsibilities:**

Prepare, coordinate, and facilitate any and all aspects of any type of aviation flight to include, but not restricted to:

- Trip Coordination and Support
- Flight planning, filing flight plans
- Aircraft documentation requirements for proper trip coordination
- Landing / Overflight permits
- Weather / NOTAMS / Flight Following
- Dignitary and Diplomatic trip arrangements
- Ground Handling, Crew/Passenger transportation, Accommodations
- Fuel Coordination
- Customs and Immigration regulations

**Skill and Knowledge Requirements:**

- High School Diploma or GED required, Associates or Bachelor's degree preferred, but not required
- Aviation experience in operations and/or contract fuel a plus
- FAA Certified Dispatcher preferred, but not required
- Motivated, self-starter
- High level communication skills required
- Strong customer service and relationship building skills
- Work well with team members inside and outside their department
- Strong proficiency in Microsoft Excel, Word, Outlook
- High level of understanding in basic mathematical computation and principles
- Proficient knowledge in currency and unit of measure conversions
- Must have attention to detail
- Ability to travel as needed
- Shiftwork, Afterhours, On-Call may be required

Please contact [hr@aegfuels.com](mailto:hr@aegfuels.com) with attached resume in Word or PDF format. If you wish to enclose a cover letter, please include it in the body of your email.