



FLIGHT OPERATIONS FALL INTERNSHIP

Locations: Miramar, FL (HDQ)/(FLL)
Detroit, MI (DTW)

DUTIES:

- Work closely with Flight Operations department to distribute documentation (manuals, revisions, bulletins, Jeppesens, etc.).
- Assist with aircraft manual revisions (laptops).
- Assist with verification of aircraft audits and monthly audits.
- Assist technical publications with manual making, errands, copying, sorting, reviews and updates as directed.
- Assist with general office duties (faxing, filing, and copying) and other special projects as directed.
- Assist other Flight Operations department with any duties as assigned. (e.g. station operations, dispatch, training).

REQUIREMENTS:

- Minimum Sophomore level
- Must be currently enrolled as a full-time student
- Must maintain 2.5 or above GPA
- Excellent communication and organizational skills
- Excellent customer service skills and able to multi-task effectively.
- Able to operate general office equipment including computer, keyboard, printer, copier, fax and phone.
- Proficient with MS Office Applications: Excel, Word and PowerPoint.

Internship salary: \$8.00per hr. (No benefits).

If you are interested, please submit your resume and unofficial transcript to spiritcareers@yahoo.com