



**Job Description Title:** Records Clerk

**Division/Department:** OCC

**Location:** Miami

**Reports to:** GM Training Operations & Flight Standards

**Work Schedule:** Monday through Friday  
Varied Schedule (Must be able to be flexible and work any time on an as needed basis.)

**Exemption Status:** Non-Exempt

**Summary of duties and responsibilities:**

Responsible for all items relevant to the administration of student records. Highly organized. Position is a highly responsible position, maintaining a high level of professionalism at all times.

**Primary duties and responsibilities:**

1. Responsible for maintaining all records pertaining to scheduling, and FAA notices to be current and accurate.
2. Insures that all trainees' records have the appropriate prerequisites, required documentation, and forms that are required by Pan Am Flight Academy, Pan Am Flight Academy's Customers and/or the FAA to complete a training program.
3. Audits records for trainees daily, insuring that the instructors are maintaining the information needed for continuing and completing a training program.
4. Insures that customers have received the completed information required for trainees in a training program, and maintains a filing system with copies of all records.
5. Performs other related duties and assignments as required.

**Education, prior work experience, and specialized skill and knowledge:**

Technical Requirements: Must have an Associates degree. Previous scheduling experience in airline industry preferred.

Critical Skills: Must be experienced in Microsoft office especially Excel. Must be highly organized, detail oriented and able to multi-task. Strong customer service skills required. Logistic background will be a plus. You must be able to work in a fast paced environment, while maintaining composure under pressure. Work in a team environment and support cultural diversity. A high level of both written and verbal communication skills required.

**Physical environment/working conditions:**

Office environment. May have some light lifting required up to 30lbs. May require prolonged periods of sitting, standing walking, bending and stooping. May have prolonged phone usage.

**Equipment/machinery used:**

General office equipment.

I have read and understand the duties outlined in this job description.

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Employee Signature

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Supervisor Signature

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Employee Printed Name

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Supervisor Printed Name

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Date Signed

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