**Line Service Technician**
Hollingshead Aviation - Smyrna, TN
Full-time, Part-time

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| **Job Description:** As an entry level **Line Services Representative** at Hollingshead Aviation you will be the front line of providing exceptional customer service to our clients. In this role you will work as part of a team and with direct supervision while performing the following responsibilities:* Greets employees, customers, vendors, visitors, and the general public and serves as company liaison in promoting a professional and positive company image.
* Communicates with our guests to understand and exceed their needs, i.e., fuel, ground transportation, baggage handling, etc.
* Professional appearance
* Monitors flight tracking software for inbound aircraft. Marshals all incoming and outgoing aircraft.
* Positioning and towing of aircraft
* Preparing aircraft for flight
* Services fuel and oil
* Assist crew and passengers with luggage, transport and special requests
* Connect ground support equipment for air conditioning, heating and power
* Supply, clean and service galley
* Clean and maintains lavatories
* Calculate and record fuel usage and sales and complete necessary paperwork for proper billing and inventory accounting
* Provide shuttle service to airport, hotels and restaurants
* Monitor ramp and facility for safety, security, and compliance with regulations
* Provide exterior and interior cleaning of company and transient aircraft. Assists with maintaining and cleanliness of facility and vehicles.
* Other duties as assigned

**Required Skills:** * Previous Line Service experience preferred, but not required
* High School diploma or equivalent
* Valid driver’s license and clean Motor Vehicle Record
* Exceptional customer service skills with strong communication skills (verbal and written)
* Physically able to perform heavy lifting on a regular basis
* Physically able to stand or walk for long periods of time
* Will frequently sit, stand, walk, stoop, bend, reach, grasp, and carry object
* Simple arithmetic
* Passing of drug test

**Job Location:** Hollingshead Aviation located at Smyrna Airport (MQY)**Position Type:** Full-Time and/or Part-Time (Flexible Scheduling is Available)**Additional:** Please have resume, and have references availableLocal candidates only:* Smyrna, TN

Required license or certification:* Valid Driver's License

Required education:* High school or equivalent
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