**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 available  Local candidates only:   * Smyrna, TN   Required license or certification:   * Valid Driver's License   Required education:   * High school or equivalent |