

Air Northwest Virtual Airlines

Job Description

COO

The Chief of Operations is appointed by and works for the CEO. The COO is responsible for:

1. Assisting the CEO in operation of the VA.
2. Supervision of the Hub Commanders
3. Making decisions to benefit the VA
4. Filling in for vacant Hub Commander positions.
5. Making recommendations to CEO or Board of Directors

Skills Required:

1. Knowledge of webpage design.
2. FTP programs (to access ANW servers with files)
3. Knowledge of the Internet.
4. People skills to deal with a wide variety of personnel.

The COO may obtain help from others as needed to meet the needs of the Virtual Airline.

The COO must have a current email address. Emails from ANW staff should be answered in a timely manner. High-speed access to upload/download files is preferred, but not essential.

Reviewed by: Ron Tuskan, CEO

Approved by: Ron Tuskan, CEO

Date: November 10, 2008