

## VACANCY AVAILABLE

**Position** : Flight Coordinator  
**Department** : Contracts  
**Location** : Lanseria  
**Reporting to** : General Manager Operations & RPFO

***Please note that we will be considering internal and external applications.***

### KEY PERFORMANCE AREAS:

- Flight Preparation – printing NOTAMS, weather, checking airport availability, obtain necessary flight clearances
- Flight Dispatching – Float, aircraft, customs and immigration
- Flight Following and FDP monitoring
- Flight Receiving – receiving of crew, patients, facilitation of custom and immigration formalities. Ensure cleanliness of aircraft and preparation of aircraft for next dispatch.
- Operational systems and processes – Adhering to company specific procedures as per relevant company documents.
- Aircraft and flight documentation audits
- General Administration – Daily office tasks as required
- Client Liaison – Universal Air Evac, CAA's, Customs & Airport authorities, and Company customers
- Airport and flight research for quoting purposes
- Data Capturing – review paperwork received from crew after flight and capture information on various platforms
- Assisting with general international contracts requirements
- Base Manager duties

### REQUIREMENTS:

- Grade 12 / Matric
- Valid South African driver's license
- Shift work
- Flight dispatch experience advantageous
- Fully computer literate – Microsoft package
- Deadline driven
- Able to work accurately and independently
- Own reliable transport
- Trustworthy
- Be able to get to office within **40 minutes** to dispatch flights
- Must be willing to travel internationally and spend extended time out of the country in high-risk areas

***If you meet the requirements and would like to apply for this position:***

***Please submit your CV for Consideration: [Click here.](#)***

***For a list of other available positions: [Click here.](#)***

***If you do not hear from us within 14 days after the closing date for this position, please regard your application as unsuccessful.***

***Date Posted: 18 April 2024***

***Closing Date: 25 April 2024***