

VACANCY AVAILABLE



FLIGHT COORDINATOR

Please note that we will be considering internal and external applications for this position.

KEY PERFORMANCE AREAS:

- Flight Preparation - Preparing Flight Planning and Routing information, Coordination of tasks and responsibilities, Briefings, Weather & NOTAM interpretation and communication, Airport suitability and availability, Applications and obtaining of flight clearances and permissions, logistic and support arrangements for missions, etc.
- Flight Dispatching - Flight Crews, Maintenance and Ground Support, Aircraft readiness, floats, customs and immigration, catering, transport, etc.
- Flight Following and FDP monitoring.
- Flight Receiving - Coordination of receiving parties, receiving and handling of crews, passengers, and patients, facilitation of custom & immigration formalities, Aircraft receives and readiness, cleanliness, documentation, etc for following flights.
- Operational systems and processes - Adhering to company specific procedures as per relevant company documents and directives.
- Aircraft and flight documentation checklists, inspections and audits.
- General Administration - Daily office tasks as required.
- Client Liaison - Clients & Stakeholder communications and engagements, regulatory (CAA's), Customs & Airport authorities, and Company customers
- Airport and Flight information research and acquisition for quoting and planning purposes.
- Data Capturing - post flight documentation and paperwork, retention and maintenance of information on various platforms.
- Assisting with general Fixed Wing Operations contracts, charter and medevac requirements.

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



READY TO TAKE OFF?

Fly with Purpose