

## VACANCY AVAILABLE

Position : Senior Flight Coordinator, Fixed Wing Charter  
Department : Fixed Wing Charter  
Location : Lanseria Airport  
Reporting To : Manager Fixed Wing Charter



*Please note that we will be considering INTERNAL and EXTERNAL applications for this position.*

### POSITION OVERVIEW

We are seeking a highly organized and proactive Senior Flight Coordinator to join our Fixed-Wing Charter team. This role is critical in bridging the gap between sales and execution, ensuring that every flight—from VIP charters to large group movements—is executed with precision, safety, and world-class service.

### KEY RESPONSIBILITIES

#### 1. Operational Excellence

- Logistics Management: Coordinate all flight requirements, including ground handling, crew accommodation, catering, and fuel releases across all destinations.
- Regulatory Compliance: Secure landing and overflight clearances timeously and prepare comprehensive Flight Dispatch Files.
- Process Improvement: Continuously evaluate and refine Standard Operating Procedures (SOPs) and operational manuals to boost departmental efficiency.
- Stakeholder Communication: Provide clear, concise updates to aircraft owners, flight crew, and service providers.
- Safety & Quality: Document incidents via the Safety Management System (SMS) and follow up on corrective actions to maintain peak safety standards.
- Readiness: Proactively monitor crew/aircraft expiry dates and coordinate training logistics for operational staff.

#### 2. Flight Dispatch & Support

- Briefings: Conduct detailed pre-departure briefings and daily handovers between Dispatch and Charter Sales.
- Flight Following: Monitor real-time flight progress and escalate operational reports as necessary.
- Passenger Experience: Facilitate VIP "meet and greets," assisting with passenger flow and baggage handling to ensure a premium experience.

#### 3. Financial Coordination

- Reconciliation: Manage and reconcile operational floats, S&T (ZAR and Forex), and crew credit cards.
- Vendor Management: Source suppliers and negotiate preferential rates to optimize operational costs.
- Audit Support: Assist the Finance department with invoice verification and internal/external audit processes.

### CANDIDATE REQUIREMENTS

- Experience: Minimum of two years in aviation operations. Experience in Fixed-Wing Charter or Ground Handling is highly advantageous.
- Education: Grade 12 / Matric. (Basic Financial or Marketing courses are a plus).
- Technical Skills: Full proficiency in MS Office (Word & Excel) and a valid passport.
- Availability: Must have own reliable transport and be willing to work after-hours, weekends, and travel when required.

### PROFESSIONAL ATTRIBUTES

- High-Pressure Proficiency: Ability to maintain accuracy and a positive "team-first" attitude in a fast-paced environment.
- Communication: Mature, well-spoken, and professional with excellent telephone etiquette.
- Detail-Oriented: A proactive problem-solver who translates complex ideas into actionable tasks

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

*If you do not hear from us within 7 days after the closing date for this position, please regard your application as unsuccessful.*

[\*Click here to Submit your CV\*](#)

*Date Posted: 17 Dec 25*

*Closing Date: 31 Dec 25*