

VACANCY AVAILABLE

Position : **Operations Controller**
Department : **Helicopter Operations**
Location : **Ultimate Heliport - Midrand**
Reporting to : **Chief Training Captain**

Please note this advertisement is open to Internal & External applications

KEY PERFORMANCE AREAS:

- Check and compare pilot invoices to flight folios/roster and invoice accuracy.
- Booking of daily training flights, aircraft & instructors.
- Control Ground School program for students.
- Managing of Aircraft and Instructors.
- Controlling of Training material stock.
- Manage the Helicopter Operations' reception office during normal working hours.
- Obtain all relevant flight clearances prior to flight.
- Arrange all accommodation and refuelling pertaining to a flight and prepare all documentation for dispatching prior to flight.
- Confirm that the helicopter and pilot is ready 1 hour prior to flight.
- Arrange catering/drinks for any flight when required.
- Ensure that the lounge is neat and tidy and arrange for supplies and/or cleaning when required.
- Telephone support & standby duty every second week and public holidays.
- Available to assist weekends if required for special flights.
- Submission of pilot licenses, medical etc. at the SACAA and follow up.
- General assistance to the Charter Division as and when required.
- Booking of training rooms and ensure that they are always clean.
- Compile and distribute training quotes.
- Meet and Greet of students, pilots and/or customers.
- Upkeep of Pilot files

REQUIREMENTS:

- Grade 12/Matric – (Maths essential)
- South African Citizen.
- Fully computer literate (Intermediate to Advance Level on Microsoft Office Suite and Google Earth.)
- Fluent in English.
- Excellent communication skills.
- Minimum 3 years Aviation Operational Experience required.

PERSONAL ATTRIBUTES:

- Mature and well-spoken individual.
- An analytical thinker who pays careful attention to detail.
- Highly organised and strong in planning and organising skills.
- Deadline driven and understands the sense of urgency.
- Excellent team player who is supportive to others.
- This position would suit an energetic and dynamic person.
- Confident, friendly, and able to multitask.
- Able to work under pressure and after hours when needed

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

Internal Candidates: Kindly complete the Internal Application form attach a copy of your current CV, and forward to charntel.hattingh@nac.co.za. Please inform your manager of your application.

External Candidates: Please forward a recent CV with a letter of application to charntel.hattingh@nac.co.za.

If you do not hear from us within 7 days after submitting your application, please regard your application as unsuccessful

Date Posted: 20 May 2022

Closing Date: 26 May 2022