



WE ARE LOOKING FOR

AN OPERATIONS AND TRAINING CONTROLLER

Please note that we will be considering Internal and External applications for this vacancy.

Date Posted: 20 February 2026

Closing Date: 27 February 2026

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 three 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.

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

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 refueling pertaining to a flight and prepare all documentation for dispatching prior to flight.
- Confirm that the helicopter and pilot is ready one 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 and standby duty.
- 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.

If you meet the above requirements and wish to apply, please submit your CV online via the link below:

[Please submit your CV for review](#)

If you do not receive feedback within 14 days of the advertisement's closing date, please consider your application unsuccessful.