



WE ARE LOOKING FOR

AN OPERATIONS AND TRAINING CONTROLLER

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

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.*

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.